

Department Records Disposition Schedules

PUBLIC WORKS/BUREAU OF SANITATION

Schedule Number Department Name

/SAN/	PUBLIC WORKS/BUREAU OF SANITATION
/SAN/100/	PUBLIC WORKS/BUREAU OF SANITATION/BUREAU ADMINISTRATION OFFICE
/SAN/101/	PUBLIC WORKS/BUREAU OF SANITATION/RESEARCH AND PLANNING
/SAN/201/	PUBLIC WORKS/BUREAU OF SANITATION/REFUSE COLLECTION & DISPOSAL
/SAN/202/	PUBLIC WORKS/BUREAU OF SANITATION/SOUTH CENTRAL DISTRICT
/SAN/204/	PUBLIC WORKS/BUREAU OF SANITATION/NORTH CENTRAL DISTRICT
/SAN/205/	PUBLIC WORKS/BUREAU OF SANITATION/WESTERN DISTRICT
/SAN/206/	PUBLIC WORKS/BUREAU OF SANITATION/EAST VALLEY DISTRICT
/SAN/207/	PUBLIC WORKS/BUREAU OF SANITATION/HARBOR DISTRICT
/SAN/208/	PUBLIC WORKS/BUREAU OF SANITATION/REFUSE COLLECTION & DISPOSAL
/SAN/210/	PUBLIC WORKS/BUREAU OF SANITATION/WEST VALLEY DISTRICT
/SAN/212/	Solid Resources Citywide Recycling Division
/SAN/24/	PUBLIC WORKS/BUREAU OF SANITATION/FINANCIAL MANAGEMENT DIVISION
/SAN/25/	PUBLIC WORKS/BUREAU OF SANITATION/ENVIRONMENTAL AFFAIRS DIVISION
/SAN/348/	PUBLIC WORKS/BUREAU OF SANITATION/HYPERION WASTEWATER TREATMENT
/SAN/352/	PUBLIC WORKS/BUREAU OF SANITATION/WASTEWATER TREATMENT LABORATORY
/SAN/370/	PUBLIC WORKS/BUREAU OF SANITATION/WASTEWATER COLLECTION SYSTEMS
/SAN/371/	PUBLIC WORKS/BUREAU OF SANITATION/WASTEWATER COLLECTION SYSTEMS
/SAN/372/	PUBLIC WORKS/BUREAU OF SANITATION/WASTEWATER COLLECTION SYSTEMS
/SAN/373/	PUBLIC WORKS/BUREAU OF SANITATION/WASTEWATER COLLECTION SYSTEMS
/SAN/374/	PUBLIC WORKS/BUREAU OF SANITATION/WASTEWATER COLLECTION SYSTEMS
/SAN/375/	PUBLIC WORKS/BUREAU OF SANITATION/WASTEWATER COLLECTION SYSTEMS

Schedule Number Department Name

/SAN/376/	PUBLIC WORKS/BUREAU OF SANITATION/WASTEWATER COLLECTION SYSTEMS
/SAN/378/	PUBLIC WORKS/BUREAU OF SANITATION/WASTEWATER COLLECTION SYSTEM
/SAN/380/	PUBLIC WORKS/BUREAU OF SANITATION/WASTEWATER COLLECTION SYSTEMS
/SAN/382/	PUBLIC WORKS/BUREAU OF SANITATION/WASTEWATER COLLECTION SYSTEMS
/SAN/384/	PUBLIC WORKS/BUREAU OF SANITATION/WASTEWATER COLLECTION SYSTEMS
/SAN/386/	PUBLIC WORKS/BUREAU OF SANITATION/WASTEWATER COLLECTION SYSTEMS
/SAN/388/	PUBLIC WORKS/BUREAU OF SANITATION/WASTEWATER COLLECTION SYSTEMS
/SAN/392/	PUBLIC WORKS/BUREAU OF SANITATION/WWTD/TERMINAL ISLAND TRMT PLNT
/SAN/399/	PUBLIC WORKS/BUREAU OF SANITATION/WWTD/LOS ANGELES - GLENDALE
/SAN/412/	PUBLIC WORKS/BUREAU OF SANITATION/WTD/D.C. TILLMAN WATER RECLAM. PLANT
/SAN/7013/	PUBLIC WORKS/BUREAU OF SANITATION / INDUSTRIAL WASTE MANAGEMENT / FOG CONTROL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/BUREAU ADMINISTRATION OFFICE
/SAN/100/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type				
			Office	Total	Code	V	H	C	L	
/SAN/100/	O	ORIGINAL RECORDS								
/SAN/100/	O001.	ANNUAL REPORTS (SEND 4 COPIES TO CITY ARCHIVES AND REC SERIES DESIGNATED AS HISTORICAL, PER RETEN SCHED) RECORD TYPES:	AR	AR+5		N	N	N		
/SAN/100/	O002.	BOARD REPORTS (TRANSFER TO DUPLICATE RECORDS RETENTION SCHEDULE. BPW OFFICE RECEIVES ORIGINALS) RECORD TYPES:	AR	AR+5		N	N	N		
/SAN/100/	O003.	BUDGET DATA (SUBTITLE K, ALSO INCLUDES FORM NO. GEN-104) RECORD TYPES: C-CORRESPONDENCE F-ORDINANCES G-PERSONNEL REQUIREMENTS-CAO-11 H-POSITIONS DESCRIPTIONS-PDES-3 I-PUBLICATIONS J-REMITTANCE ADVICE-5042-A K-APPROPRIATION, ALLOTMENT & TRANSFER OF APPROP'N-CAO 22 & 23 N-WORKSHEETS	TO+5	TO+10		N	N	N		
/SAN/100/	O004.	J-REMITTANCE ADVICE-5042-A BUR. OF FLEET SVCS. ANNUAL OPERATION COST REPORTS (NO LONGER PROVIDED) RECORD TYPES:	TO+5	TO+10		N	N	N		
/SAN/100/	O005.	BUR. OF FLEET SVCS. MASTER INVENTORY LISTINGS	TO+5	TO+10		N	N	N		

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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		(TRANSFER TO DUPLICATE RECORDS RETENTION SCHEDULE. DEPARTMENT OF GENERAL SERVICES MAINTAINS ORIGINALS) RECORD TYPES:								
/SAN/100/	O006.	CONTRACTS - REFUSE COLLECTION & DISPOSAL RECORD TYPES: A-CHANGE ORDER-ENG. 3.151 B-CORRESPONDENCE C-EST. OF AMOUNT DUE CONTRACTOR-1106 D-MONTHLY PROGRESS ESTIMATE	CL+2	CL+10		N	N	N		
/SAN/100/	O007.	CORRESPONDENCE AND SUBJECT FILES (TRANSFER HISTORICAL DATA TO CITY ARCHIVES PER CITY RESOLUTIONS ADOPTED 6/12/92) RECORD TYPES:	TO+2	TO+5		N	N	N		
/SAN/100/	O008.	EQUIPMENT INVENTORY (TRANSFER TO DUPLICATE RECORDS RETENTION SCHEDULE. CONTROLLER 'S OFFICE RECEIVES ORIGINALS) RECORD TYPES:	TO+2	TO+4		N	N	N		
/SAN/100/	O009.	MANAGEMENT ARTICLES, PAPERS, REPORTS, REPRINTS AND TALKS (TRANSFER HISTORICAL DATA TO CITY ARCHIVES AND REC SERIES DESIGNATED AS HISTORICAL) RECORD TYPES:	AR+2	AR+2		N	N	N		
/SAN/100/	O010.	MILEAGE ENDORSEMENTS RECORD TYPES: A-AUTO INDEMNITY INS. RECORD-GEN-69 B-ENDORSEMENT-2460 C-MILEAGE ENDORSEMENT FORM D-MILEAGE RECORD CHANGE FORM	TE+2	TE+2		N	N	N		

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/SAN/100/	O011.	PHOTOGRAPHS (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	AR	PE		N	Y	N	
/SAN/100/	O012.	SEWAGE TRMT DIVISION MONTHLY PERFORMANCE DATA (ERRONEOUSLY PLACED ON RECORDS RETENTION SCHEDULE) RECORD TYPES:	TO+10	TO+20		N	N	N	
/SAN/100/	O013.	SUMMARY OF ACTIVITIES (NO LONGER PRODUCED) RECORD TYPES:	AR	AR+5		N	N	N	
/SAN/100/	O014.	SUPPORTING DATA FOR OPERATING BUDGET ESTIMATES (ITEM 14 WAS INCLUDED WITH ITEM 3) RECORD TYPES:	TO+5	TO+10		N	N	N	
/SAN/100/	O015.	TIME OFF COMPENSATION REQUESTS (GEN-68) FORM: GEN-68 RECORD TYPES:	TO+3	TO+3		N	N	N	
/SAN/100/	O016.	YEARLY MILEAGE REIMBURSEMENTS (NO LONGER PRODUCED) RECORD TYPES:	TO+2	TO+2		N	N	N	
/SAN/100/	O017.	WEEKLY TIME SHEETS CWG/FMIS (5052 B) (SINCE THE IMPLEMENTATION OF THE CWG/FMIS PROGRAM-SANITATION HAS THE RESPONSIBILITY FOR	TO+3	TO+8		N	N	N	

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			Office	Total	V	H	C	L					
		MAINTAINING TIME SHEETS) FORM: 5052 B RECORD TYPES:											
/SAN/100/	O018.	MILEAGE STATEMENTS (2053-1A) FORM: 2053-1A RECORD TYPES:	TO+3	TO+8	N	N	N						
/SAN/100/	O019.	SELECTION PACKAGES RECORD TYPES:	TO+3	TO+3	N	N	N						

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/SAN/101/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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/SAN/101/	0	ORIGINAL RECORDS								
/SAN/101/	O001.	BUDGET WORKSHEETS RECORD TYPES: A-ANALYSIS OF SPECIAL SERVICE-638 A B-CORRESPONDENCE C-DETAILED BASIS FOR REVIEW ESTIMATES-CAO 171 D-METHOD OF CALCULATING REVENUES-CAO 172 E-REPORTS F-REVENUE ESTIMATES ANALYSIS-CAO 170 G-SCHEDULE OF TOTAL COST OF SPECIAL SERVICE	TO+5	TO+10		N	N	N		
/SAN/101/	O002.	F-REVENUE ESTIMATES ANALYSIS-CAO 170 BUREAU REPORTS RECORD TYPES:	SU	SU+2		N	N	N		
/SAN/101/	O003.	CHAIN OF CUSTODY RECORD TYPES:	TO+5	TO+25		N	N	N		
/SAN/101/	O004.	COMPLAINT/REQUEST FORMS RECORD TYPES:	TO+2	TO+2		N	N	N		
/SAN/101/	O005.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR	AR+2		N	N	N		

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/SAN/101/	O006.	ENVIRONMENTAL REPORTS RECORD TYPES:	TO+/05	TO+0/05		N	N	N	
/SAN/101/	O007.	FOUR-HOUR HEAVY METAL AUDIT RECORD TYPES:	AU+2	AU+7		N	N	N	
/SAN/101/	O008.	GRANTS (RESOURCE RECOVERY) RECORD TYPES: A-CORRESPONDENCE B-GRANT APPLICATION C-RESPONSES	CL+2	CL+2		N	N	N	
/SAN/101/	O009.	HEAVY METAL AUDIT HISTORY RECORD TYPES:	TO+1	TO+25		N	N	N	
/SAN/101/	O010.	INDUSTRIAL WASTE ACCOUNTS RECEIVABLE (MICROFICHE) RECORD TYPES:	TO+3	TO+5		N	N	N	
/SAN/101/	O011.	INDUSTRIAL WASTE BILLING COLLECT'N & INFO SYS DOCUMENT'N... RECORD TYPES:	SU	SU+2		N	N	N	

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/SAN/101/	O012.	INDUSTRIAL WASTE BILLING INVOICE COVERSHEETS RECORD TYPES:	TO+2	TO+2		N	N	N	
/SAN/101/	O013.	INDUSTRIAL WASTE MONTHLY REPORT RECORD TYPES:	TO+1	TO+5		N	N	N	
/SAN/101/	O014.	INDUSTRIAL WASTE PERMITS (CANCELLED) RECORD TYPES: A-APPLICATION-IW 002 B-FIELD CARDS-IWIC 141 C-PLOT PLANS	CL+1	CL+25		N	N	N	
/SAN/101/	O015.	INDUSTRIAL WASTE PERMITTEE MASTERFILE (MICROFICHE) RECORD TYPES:	TO+3	TO+5		N	N	N	
/SAN/101/	O016.	INDUSTRIAL WASTE PERMITTEE FILES RECORD TYPES: A-CHEMICAL USE FORM B-CITATIONS-IW 1136 C-COMPLETED FIELD CARDS-IWICS 141 D-CORRESPONDENCE E-CURRENT APPLICATION-IW 002 F-CURRENT FLOW SHEETS G-ENGINEERING REFERRAL H-IWBCIS (INPUT SHEET)-IW01 I-LABORATORY ANALYSIS J-PLOT PLANS K-SOURCE CONTROL CHECK LIST	AR	AR+2		N	N	N	
/SAN/101/	O017.	INDUSTRIAL WASTE SELF MONITORING REPORTS RECORD TYPES:	TO+2	TO+5		N	N	N	

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		A-CORRESPONDENCE B-HAULING MANIFESTS C-REPORTS								
/SAN/101/	O018.	INDUSTRIAL WASTE BI-WEEKLY ACCOUNTS RECEIVABLE REPORTS... RECORD TYPES:	TO+2	TO+2		N	N	N		
/SAN/101/	O019.	LANDFILL GAS SURVEY FORMS RECORD TYPES:	TO+2	TO+32		N	N	N		
/SAN/101/	O020.	LANDFILL PLANS RECORD TYPES:	CL+30	CL+30		N	N	N		
/SAN/101/	O021.	LANDFILL/TRANSFER STATION FILES (REC SERIES IN VARIED MEDIA, IE., PHOTOS, MAPS, PLANS...) RECORD TYPES: A-CORRESPONDENCE B-LEGAL DESCRIPTIONS C-PERMITS D-PHOTOGRAPHS E-PLANS F-REPORTS	CL+30	CL+30		N	N	N		
/SAN/101/	O022.	F-REPORTS ODOR & CORROSION TESTING/RESEARCH FILES RECORD TYPES:	SU+2	SU+2		N	N	N		

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/SAN/101/	O023.	PROGRAM LISTINGS RECORD TYPES:	TO+2	TO+2		N	N	N	
/SAN/101/	O024.	REFUSE TRUCK INFORMATION RECORD TYPES: A-CORRESPONDENCE B-TRUCK SPECIFICATIONS	AR	AR+2		N	N	N	
/SAN/101/	O025.	REQUEST FOR PROPOSALS RECORD TYPES:	TO+5	TO+10		N	N	N	
/SAN/101/	O026.	RESOURCE RECOVERY SYSTEMS (THROUGHOUT THE WORLD) RECORD TYPES: A-CORRESPONDENCE B-REPORTS	AR	AR+2		N	N	N	
/SAN/101/	O027.	ROUTING STUDIES FOR REFUSE COLLECTORS RECORD TYPES: A-CORRESPONDENCE B-WORK SHEETS	SU	SU+2		N	N	N	
/SAN/101/	O028.	SAFETY MEETING FORM RECORD TYPES:	TO+2	TO+5		N	N	N	
/SAN/101/	O029.	SANITARY DISPOSAL INSURANCE FORM	CL+2	CL+2		N	N	N	

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RECORD TYPES:

/SAN/101/	O030.	SANITARY DISPOSAL PERMIT APPLICATION RECORD TYPES:	TO+2	TO+2	N	N	N
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/SAN/101/	O031.	SANITARY DISPOSAL VEHICLE INSPECTION REPORT RECORD TYPES:	TO+2	TO+2	N	N	N
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/SAN/101/	O032.	SOURCE SEPARATOR - RECYCLING RECORD TYPES: A-CORRESPONDENCE B-WORKING PAPER	TO+3	TO+3	N	N	N
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/SAN/101/	O033.	SPILL REPORTS RECORD TYPES:	TO+5	TO+10	N	N	N
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/SAN/201/	O	ORIGINAL RECORDS								
/SAN/201/	O001.	ACCIDENT INVESTIGATION PROCESSING RECORD RECORD TYPES:	TO+5	TO+5		N	N	N		
/SAN/201/	O002.	EMPLOYEE ALLOCATION CARD (1329) FORM: 1329 RECORD TYPES:	TO+2	TO+2		N	N	N		
/SAN/201/	O003.	EMPLOYEE PERSONNEL FOLDERS (OFFICIAL FOLDERS MAINTAINED BY MANAGEMENT/EMPLOYEE SERVICES) RECORD TYPES: Confidential A-TIME OFF/COMPENSATION REQUEST-GEN 68 B-NOTICE TO CORRECT DEFICIENCIES-GEN 78 C-NOTICE OF COMMENDATION-GEN 79 D-GRIEVANCE INITIATION-GEN 102 E-GRIEVANCE RESPONSE-GEN 103 F-GRIEVANCE APPEAL-GEN 104 G-EMPLOYEE EVALUATION REPORT-PDAS 28 H-PAYROLL/PERSONNEL CHANGE DOCUMENT-GEN 41 I-DUTY CERTIFICATE-PDAS 43 F-GRIEVANCE APPEAL-GEN 104	TE+10	TE+10		N	N	Y		
/SAN/201/	O004.	EMPLOYEE TIME RECORD (648) FORM: 648 RECORD TYPES:	TO+5	TO+5		N	N	N		
/SAN/201/	O005.	PERSONNEL ROSTER CHANGES RECORD TYPES:	TO+2	TO+2		N	N	N		

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/REFUSE COLLECTION & DISPOSAL

/SAN/201/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type			
			Office	Total	Code	V	H	C	L
/SAN/201/	O006.	REIMBURSEMENT FOR FIELD TELEPHONE CALLS (RCD 13) FORM: RCD 13 RECORD TYPES:	TO+2	TO+2		N	N	N	
/SAN/201/	O007.	RECEIPTS FOR FIELD TELEPHONE CALLS PAID RECORD TYPES:	TO+2	TO+2		N	N	N	

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

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 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/SOUTH CENTRAL DISTRICT
/SAN/202/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type				
			Office	Total	Code	V	H	C	L	
/SAN/202/	O	ORIGINAL RECORDS								
/SAN/202/	O001.	ANALYSIS OF OPERATIONS FOR PERIOD (RC-9) FORM: RC-9 RECORD TYPES:	TO+3	TO+3		N	N	N		
/SAN/202/	O002.	DAILY DIARIES RECORD TYPES:	TO+2	TO+2		N	N	N		
/SAN/202/	O003.	DAILY DISTRICT REPORT (RCD-3) FORM: RCD-3 RECORD TYPES:	TO+2	TO+2		N	N	N		
/SAN/202/	O004.	DAILY SECTION REPORT (RCD-1) FORM: RCD-1 RECORD TYPES:	TO+5	TO+5		N	N	N		
/SAN/202/	O005.	DAILY VEHICLE LOG (MS 65-41) FORM: MS 65-41 RECORD TYPES:	TO+2	TO+2		N	N	N		
/SAN/202/	O006.	EMPLOYEES PERSONNEL FOLDERS (OFFICIAL FOLDERS MAINTAINED BY MANAGEMENT/EMPLOYEE SERVICES) RECORD TYPES: Confidential	TE+10	TE+10		N	N	Y		

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/SOUTH CENTRAL DISTRICT
/SAN/202/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		-- Media --			Record Type			
			Office	Total	Code	V	H	C	L		
		A-TIME OFF/COMPENSATION REQUEST-GEN 68 B-NOTICE TO CORRECT DEFICIENCIES-GEN 78 C-NOTICE TO COMMENDATION-GEN 79 D-GRIEVANCE INITIATION-GEN 102 E-GRIEVANCE RESPONSE-GEN 103 F-GRIEVANCE APPEAL-GEN 104 G-EMPLOYEE EVALUATION REPORT-PDAS 28 H-PAYROLL/PERSONNEL CHANGE DOCUMENT-GEN 41 I-DUTY CERTIFICATE-PDAS 43 F-GRIEVANCE APPEAL-GEN 104									
/SAN/202/	O007.	LOG BOOKS RECORD TYPES:	TO+2	TO+2			N	N	N		
/SAN/202/	O008.	OVERTIME RUN RECORD TYPES:	AU+2	AU+2			N	N	N		
/SAN/202/	O009.	WEIGH SLIPS (RCD-5) FORM: RCD-5 RECORD TYPES:	TO+2	TO+2			N	N	N		

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TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/NORTH CENTRAL DISTRICT
/SAN/204/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type							
			Office	Total	Code	V	H	C	L				
/SAN/204/	O	ORIGINAL RECORDS											
/SAN/204/	O001.	ANALYSIS OF OPERATIONS FOR PERIOD (RC 9) FORM: RC 9 RECORD TYPES:	TO+3	TO+3		N	N	N					
/SAN/204/	O002.	DAILY DIARIES RECORD TYPES:	TO+2	TO+2		N	N	N					
/SAN/204/	O003.	DAILY DISTRICT REPORT (RCD 3) FORM: RCD 3 RECORD TYPES:	TO+2	TO+2		N	N	N					
/SAN/204/	O004.	DAILY SECTION REPORT (RCD 1) FORM: RCD 1 RECORD TYPES:	TO+5	TO+5		N	N	N					
/SAN/204/	O005.	DAILY VEHICLE LOG (MS 65-41) FORM: MS 65-41 RECORD TYPES:	TO+2	TO+2		N	N	N					
/SAN/204/	O006.	EMPLOYEE PERSONNEL FOLDERS (OFFICIAL FOLDERS MAINTAINED BY MANAGEMENT/EMPLOYEE SERVICES) RECORD TYPES: Confidential	TE+10	TE+10		N	N	Y					

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/NORTH CENTRAL DISTRICT
/SAN/204/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --			Media			Record Type		
			Office	Total	Code	V	H	C	L		
		A-TIME OFF/COMPENSATION REQUEST-GEN 68 B-NOTICE TO CORRECT DEFICIENCIES-GEN 78 C-NOTICE OF COMMENDATION-GEN 79 D-GRIEVANCE INITIATION-GEN 102 E-GRIEVANCE RESPONSE-GEN 103 F-GRIEVANCE APPEAL-GEN 104 G-EMPLOYEE EVALUATION REPORT-PDAS 28 H-PAYROLL/PERSONNEL CHANGE DOCUMENT-GEN 41 I-DUTY CERTIFICATE-PDAS 43 F-GRIEVANCE APPEAL-GEN 104									
/SAN/204/	O007.	LOG BOOKS RECORD TYPES:	TO+2	TO+2		N	N	N			
/SAN/204/	O008.	OVERTIME RUN RECORD TYPES:	AU+2	AU+2		N	N	N			
/SAN/204/	O009.	WEIGH SLIPS (RCD 5) FORM: RCD 5 RECORD TYPES:	TO+2	TO+2		N	N	N			

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 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/WESTERN DISTRICT
/SAN/205/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type							
			Office	Total	Code	V	H	C	L				
/SAN/205/	O	ORIGINAL RECORDS											
/SAN/205/	O001.	ANALYSIS OF OPERATIONS FOR PERIOD (RC-9) FORM: RC-9 RECORD TYPES:	TO+3	TO+3		N	N	N					
/SAN/205/	O002.	DAILY DIARIES RECORD TYPES:	TO+2	TO+2		N	N	N					
/SAN/205/	O003.	DAILY DISTRICT REPORT (RCD-3) FORM: RCD-3 RECORD TYPES:	TO+2	TO+2		N	N	N					
/SAN/205/	O004.	DAILY SECTION REPORT (RCD-1) FORM: RCD-1 RECORD TYPES:	TO+5	TO+5		N	N	N					
/SAN/205/	O005.	DAILY VEHICLE LOG (MS 65-41) FORM: MS 65-41 RECORD TYPES:	TO+2	TO+2		N	N	N					
/SAN/205/	O006.	EMPLOYEES PERSONNEL FOLDERS (OFFICIAL FOLDERS MAINTAINED BY MANAGEMENT/EMPLOYEE SERVICES) RECORD TYPES: Confidential	TE+10	TE+10		N	N	Y					

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/WESTERN DISTRICT
/SAN/205/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --			Media			Record Type		
			Office	Total	Code	V	H	C	L		
		A-TIME OFF/COMPENSATION REQUEST-GEN 68 B-NOTICE TO CORRECT DEFICIENCIES-GEN 78 C-NOTICE OF COMMENDATION-GEN 79 D-GRIEVANCE INITIATION-GEN 102 E-GRIEVANCE RESPONSE-GEN 103 F-GRIEVANCE APPEAL-GEN 104 G-EMPLOYEE EVALUATION REPORT-PDAS 28 H-PAYROLL/PERSONNEL CHANGE DOCUMENT-GEN 41 I-DUTY CERTIFICATE-PDAS 43 F-GRIEVANCE APPEAL-GEN 104									
/SAN/205/	O007.	LOG BOOKS RECORD TYPES:	TO+2	TO+2		N	N	N			
/SAN/205/	O008.	OVERTIME RUN RECORD TYPES:	AU+2	AU+2		N	N	N			
/SAN/205/	O009.	WEIGH SLIPS (RCD 5) FORM: RCD 5 RECORD TYPES:	TO+2	TO+2		N	N	N			

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 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

**City of Los Angeles
Departmental Records Disposition Schedule
Original Records**

Records of: PUBLIC WORKS/BUREAU OF SANITATION/EAST VALLEY DISTRICT
/SAN/206/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type							
			Office	Total	Code	V	H	C	L				
/SAN/206/	O	ORIGINAL RECORDS											
/SAN/206/	O001.	ANALYSIS OF OPERATIONS FOR PERIOD (RC-9) FORM: RC-9 RECORD TYPES:	TO+3	TO+3		N	N	N					
/SAN/206/	O002.	DAILY DIARIES RECORD TYPES:	TO+2	TO+2		N	N	N					
/SAN/206/	O003.	DAILY DISTRICT REPORT (RCD-3) FORM: RCD-3 RECORD TYPES:	TO+2	TO+2		N	N	N					
/SAN/206/	O004.	DAILY SECTION REPORT (RCD-1) FORM: RCD-1 RECORD TYPES:	TO+5	TO+5		N	N	N					
/SAN/206/	O005.	DAILY VEHICLE LOG (MS 65-41) FORM: MS 65-41 RECORD TYPES:	TO+2	TO+2		N	N	N					
/SAN/206/	O006.	EMPLOYEES PERSONNEL FOLDERS (OFFICIAL FOLDERS MAINTAINED BY MANAGEMENT/EMPLOYEE SERVICES) RECORD TYPES: Confidential	TE+10	TE+10		N	N	Y					

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/EAST VALLEY DISTRICT

/SAN/206/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --			Media Record Type			
			Office	Total	Code	V	H	C	L
		A-TIME OFF/COMPENSATION REQUEST-GEN 68 B-NOTICE TO CORRECT DEFICIENCIES-GEN 78 C-NOTICE OF COMMENDATION-GEN 79 D-GRIEVANCE INITIATION-GEN 102 E-GRIEVANCE RESPONSE-GEN 103 F-GRIEVANCE APPEAL-GEN 104 G-EMPLOYEE EVALUATION REPORT-PDAS 28 H-PAYROLL/PERSONNEL CHANGE DOCUMENT-GEN 41 I-DUTY CERTIFICATE-PDAS 43 F-GRIEVANCE APPEAL-GEN 104							
/SAN/206/	O007.	LOG BOOKS RECORD TYPES:	TO+2	TO+2		N	N	N	
/SAN/206/	O008.	OVERTIME RUN RECORD TYPES:	AU+2	AU+2		N	N	N	
/SAN/206/	O009.	WEIGH SLIPS (RCD 5) FORM: RCD 5 RECORD TYPES:	TO+2	TO+2		N	N	N	

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/HARBOR DISTRICT
/SAN/207/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type							
			Office	Total	Code	V	H	C	L				
/SAN/207/	O	ORIGINAL RECORDS											
/SAN/207/	O001.	ANALYSIS OF OPERATIONS FOR PERIOD (RC-9) FORM: RC-9 RECORD TYPES:	TO+3	TO+3		N	N	N					
/SAN/207/	O002.	DAILY DIARIES RECORD TYPES:	TO+2	TO+2		N	N	N					
/SAN/207/	O003.	DAILY DISTRICT REPORT (RCD-3) FORM: RCD-3 RECORD TYPES:	TO+2	TO+2		N	N	N					
/SAN/207/	O004.	DAILY SECTION REPORT (RCD-1) FORM: RCD-1 RECORD TYPES:	TO+5	TO+5		N	N	N					
/SAN/207/	O005.	DAILY VEHICLE LOG (MS 65-41) FORM: MS 65-41 RECORD TYPES:	TO+2	TO+2		N	N	N					
/SAN/207/	O006.	EMPLOYEES PERSONNEL FOLDERS (OFFICIAL FOLDERS MAINTAINED BY MANAGEMENT/EMPLOYEE SERVICES) RECORD TYPES: Confidential	TE	TE		N	N	Y					

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/HARBOR DISTRICT
/SAN/207/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --			Media Record Type			
			Office	Total	Code	V	H	C	L
		A-TIME OFF/COMPENSATION REQUEST-GEN 68 B-NOTICE TO CORRECT DEFICIENCIES-GEN 78 C-NOTICE OF COMMENDATION-GEN 79 D-GRIEVANCE INITIATION-GEN 102 E-GRIEVANCE RESPONSE-GEN 103 F-GRIEVANCE APPEAL-GEN 104 G-EMPLOYEE EVALUATION REPORT-PDAS 28 H-PAYROLL/PERSONNEL CHANGE DOCUMENT-GEN 41 I-DUTY CERTIFICATE-PDAS 43 F-GRIEVANCE APPEAL-GEN 104							
/SAN/207/	O007.	LOG BOOKS RECORD TYPES:	TO+2	TO+2		N	N	N	
/SAN/207/	O008.	OVERTIME RUN RECORD TYPES:	AU+2	AU+2		N	N	N	
/SAN/207/	O009.	WEIGH SLIPS (RCD 5) FORM: RCD 5 RECORD TYPES:	TO+2	TO+2		N	N	N	

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/REFUSE COLLECTION & DISPOSAL

/SAN/208/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type				
			Office	Total	Code	V	H	C	L	
/SAN/208/	O	ORIGINAL RECORDS								
/SAN/208/	O001.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N		
/SAN/208/	O002.	CONSTITUENT COMPLAINTS RECORD TYPES: A-CORRESPONDENCE	CL+2	CL+2		N	N	N		
/SAN/208/	O003.	DISCIPLINARY ACTION FILES A-CORRESPONDENCE A-CORRESPONDENCE B-NOTICE TO CORRECT DEFICIENCIES-GEN 78 C-NOTICE OF DISCHARGE & SUSPENSION OF PROBATIONARY TERMINATION-GEN 77	TE+5	TE+5		N	N	N		
/SAN/208/	O004.	DISPOSAL SITES WEIGHT LIST RECORD TYPES:	TO+2	TO+2		N	N	N		
/SAN/208/	O005.	EMPLOYEE GRIEVANCE FILES RECORD TYPES: A-CORRESPONDENCE B-GRIEVANCE APPEAL-GEN 164 C-GRIEVANCE INITIATION-GEN 162 D-GRIEVANCE RESPONSE-GEN 166	CL+2	CL+2		N	N	N		
/SAN/208/	O006.	MILEAGE & FUEL REPORTS RECORD TYPES:	TO+2	TO+2		N	N	N		

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/REFUSE COLLECTION & DISPOSAL
/SAN/208/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		--Media Code			Record Type			
			Office	Total	V	H	C	L			
/SAN/208/	O007.	OPERATIONS SUMMARY RECORD TYPES:	TO+2	TO+2	N	N	N				
/SAN/208/	O008.	OVERTIME REPORT SUMMARY RECORD TYPES:	TO+2	TO+2	N	N	N				
/SAN/208/	O009.	REFUSE COLLECTION AND DISPOSAL RECORD TYPES:	TO+2	TO+2	N	N	N				
/SAN/208/	O010.	TOYON/LOPEZ CANYON DISPOSAL SITES WEIGHT SLIP RECORD TYPES:	TO+2	TO+2	N	N	N				
/SAN/208/	O011.	TRUCK AVAILABILITY REPORT RECORD TYPES:	TO+2	TO+2	N	N	N				
/SAN/208/	O012.	WEEKLY SUMMARY REPORT RECORD TYPES:	TO+2	TO+2	N	N	N				

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/REFUSE COLLECTION & DISPOSAL

/SAN/208/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

<i>Sched. No.</i>	<i>Sched. Item No.</i>	<i>Record Title (Description / Sub Categories / Remarks)</i>	<i>-- Retention (YEARS) --Media</i>			<i>Record Type</i>			
			<i>Office</i>	<i>Total</i>	<i>Code</i>	<i>V</i>	<i>H</i>	<i>C</i>	<i>L</i>

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/WEST VALLEY DISTRICT
/SAN/210/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type				
			Office	Total	Code	V	H	C	L	
/SAN/210/	O	ORIGINAL RECORDS								
/SAN/210/	O001.	ANALYSIS OF OPERATIONS FOR PERIOD (RC-9) FORM: RC-9 RECORD TYPES:	TO+3	TO+3		N	N	N		
/SAN/210/	O002.	DAILY DIARIES RECORD TYPES:	TO+2	TO+2		N	N	N		
/SAN/210/	O003.	DAILY DISTRICT REPORT (RCD-3) FORM: RCD-3 RECORD TYPES:	TO+2	TO+2		N	N	N		
/SAN/210/	O004.	DAILY SECTION REPORT (RCD-1) FORM: RCD-1 RECORD TYPES:	TO+5	TO+5		N	N	N		
/SAN/210/	O005.	DAILY VEHICLE LOG (MS 65-41) FORM: MS 65-41 RECORD TYPES:	TO+2	TO+2		N	N	N		
/SAN/210/	O006.	EMPLOYEES PERSONNEL FOLDERS (OFFICIAL FOLDERS MAINTAINED BY MANAGEMENT/EMPLOYEE SERVICES) RECORD TYPES: Confidential	TE+10	TE+10		N	N	Y		

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/WEST VALLEY DISTRICT
/SAN/210/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --			Media Record Type			
			Office	Total	Code	V	H	C	L
		A-TIME OFF/COMPENSATION REQUEST-GEN 68 B-NOTICE TO CORRECT DEFICIENCIES-GEN 78 C-NOTICE OF COMMENDATION-GON 79 D-GRIEVANCE INITIATION-GEN 102 E-GRIEVANCE RESPONSE-GEN 103 F-GRIEVANCE APPEAL-GEN 104 G-EMPLOYEE EVALUATION REPORT-PDAS 28 H-PAYROLL/PERSONNEL CHANGE DOCUMENT-GEN 41 I-DUTY CERTIFICATE-PDAS 43 F-GRIEVANCE APPEAL-GEN 104							
/SAN/210/	O007.	LOG BOOKS RECORD TYPES:	TO+2	TO+2		N	N	N	
/SAN/210/	O008.	OVERTIME RUN RECORD TYPES:	AU+2	AU+2		N	N	N	
/SAN/210/	O009.	WEIGH SLIPS (RCD 5) FORM: RCD 5 RECORD TYPES:	TO+2	TO+2		N	N	N	

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: Solid Resources Citywide Recycling Division
/SAN/212/ Public Works/Bureau of Sanitation

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --			Media Record Type						
			Office	Total	Code	V	H	C	L			
/SAN/212/	O	ORIGINAL RECORDS										
/SAN/212/	O001.	Annual Reports Transfer one copy to City Archives annually	CL+2	CL+5	DO	N	N	N				
/SAN/212/	O002.	Budget Worksheets	CL+2	CL+5	DO	N	N	N				
/SAN/212/	O003.	Correspondence and Subject Files	AR+2	AR+5	DO	N	N	N				
/SAN/212/	O004.	Environmental Reports	CL+2	CL+5	DO	N	N	N				
/SAN/212/	O005.	Government /Legislation Records	AR	AR+2	DO	N	N	N				
/SAN/212/	O006.	Grants	CL+3	CL+5	DO	N	N	N				
/SAN/212/	O007.	Household Hazardous Waste Manifests Retain records permanently - do not destroy	TO+3	PE								
/SAN/212/	O008.	Legislative Review Memos	CL+2	CL+2	DO	N	N	N				
/SAN/212/	O009.	Personal Services Contracts	CL+2	CL+5	DO	N	N	N				
/SAN/212/	O010.	Publications and Brochures	AR	AR	DO	N	N	N				
/SAN/212/	O011.	Request for Proposals	CL+2	CL+5	DO	N	N	N				
/SAN/212/	O012.	Waste Hauler Audits	CL+2	CL+5	DO	N	N	N				
/SAN/212/	O013.	Waste Hauler Files	AR+2	AR+5	DO	N	N	N				

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/FINANCIAL MANAGEMENT DIVISION
/SAN/24/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type		
			Office	Total	Code	V	H	C L
/SAN/24/	O	ORIGINAL RECORDS						
/SAN/24/	O001.	CONSENT DECREE RECORDS RECORD TYPES:	CL	CL+15		N	N	N
/SAN/24/	O002.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR	AR+2		N	N	N
/SAN/24/	O003.	ADMINISTRATIVE RECORDS (ADM) RECORD TYPES:	AR	AR+2		N	N	N
/SAN/24/	O004.	BUDGET RECORDS (BUD) RECORD TYPES:	AR	AR+2		N	N	N
/SAN/24/	O005.	ENVIRONMENTAL RECORDS (ENV) RECORD TYPES:	CL	CL+5		N	N	N
/SAN/24/	O006.	FINANCE RECORDS (FIN) RECORD TYPES:	AR	AR+2		N	N	N

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/FINANCIAL MANAGEMENT DIVISION
/SAN/24/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type		
			Office	Total	Code	V	H	C
/SAN/24/	O007.	GOVERNMENT/LEGISLATION RECORDS (GOV) RECORD TYPES:	AR	AR+2		N	N	N
/SAN/24/	O008.	PERSONNEL RECORDS (PER) RECORD TYPES:	AR	TE+1		N	N	N
/SAN/24/	O009.	PROCEDURES & GUIDELINES (PRO) RECORD TYPES:	AR	AR+2		N	N	N
/SAN/24/	O010.	PROGRAM-WIDE RECORDS (PRW) RECORD TYPES:	AR	AR+2		N	N	N
/SAN/24/	O011.	SEWER DISPOSAL RECORDS (SDR) RECORD TYPES:	AR	AR+5		N	N	N
/SAN/24/	O012.	MANUALS & PROCEDURES (LIB) RECORD TYPES:	AR	AR+2		N	N	N

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/FINANCIAL MANAGEMENT DIVISION
/SAN/24/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type			
			Office	Total	Code	V	H	C	L
/SAN/24/	O013.	GRANT FUNDED PROJ FILES/GOVMNT ASSIST PROGRAM RECORDS(GAP) (EPA GRANT CLOSEOUT AUDIT) RECORD TYPES: Vital	AU	AU+3		Y	N	N	
/SAN/24/	O014.	GENERAL CORRESPONDENCE RECORD TYPES:	CL	CL+5		N	N	N	
/SAN/24/	O015.	GENERAL GUIDELINES RECORD TYPES:	CL	CL+5		N	N	N	
/SAN/24/	O016.	REPORTS RECORD TYPES:	CL	CL+5		N	N	N	
/SAN/24/	O017.	PROJECT RANKING RECORD TYPES:	CL	CL+5		N	N	N	
/SAN/24/	O018.	MEETING NOTES/MINUTES (TRANSFER FOR HISTORICAL DATA (MINUTES) TO ARCHIVES) RECORD TYPES: Historical	CL	PE		N	Y	N	
/SAN/24/	O019.	PERMITS	CL	CL+5		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/FINANCIAL MANAGEMENT DIVISION

/SAN/24/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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			Office	Total	Code	V	H	C	L	
RECORD TYPES:										
/SAN/24/	O020.	CONSULTANT/PERSONNEL SERVICES CONTRACTS RECORD TYPES: A-AMENDMENTS B-CONTRACTS C-EVALUATIONS D-PROPOSALS E-RFP/RFQ	CL	CL+5		N	N	N		
/SAN/24/	O021.	PROJECT FILES (COMPLETED CONSTRUCTION PROJECTS) RECORD TYPES:	CL	PE		N	N	N		
/SAN/24/	O022.	SEWER SERVICE CHARGE RECORDS RECORD TYPES:	CL	CL+5		N	N	N		

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/ENVIRONMENTAL AFFAIRS DIVISION
/SAN/25/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --Media			Record Type			
			Office	Total	Code	V	H	C	L
/SAN/25/	0	ORIGINAL RECORD SERIES:							

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/HYPERION WASTEWATER TREATMENT
/SAN/348/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type				
			Office	Total	Code	V	H	C	L	
/SAN/348/	O	ORIGINAL RECORDS								
/SAN/348/	O001.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR	AR+2		N	N	N		
/SAN/348/	O002.	MATERIAL REQUEST FORMS (HPT 014) FORM: HPT 014 RECORD TYPES:	TO+2	TO+2		N	N	N		
/SAN/348/	O003.	MONTHLY PERFORMANCE DATA PACKAGE RECORD TYPES:	PE	PE		N	N	N		
/SAN/348/	O004.	RECORDING CHARTS (HUMITEX) FORM: HUMITEX RECORD TYPES:	PE	PE		N	N	N		
/SAN/348/	O005.	EFFLUENT PUMPING PLANT LOG (HPT 1193) FORM: HPT 1193 RECORD TYPES:	PE	PE		N	N	N		
/SAN/348/	O006.	PRIMARY SETTLING SYSTEM OPERATING LOG (HTP 1159) FORM: HTP 1159 RECORD TYPES:	PE	PE		N	N	N		

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/HYPERION WASTEWATER TREATMENT

/SAN/348/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type			
			Office	Total	Code	V	H	C	L
/SAN/348/	O007.	SECONDARY TREATMENT OPERATING LOG (HTP 119) FORM: HTP 119 RECORD TYPES:	PE	PE		N	N	N	
/SAN/348/	O008.	SLUDGE TREATMENT FACILITY LOG (HTP 404) FORM: HTP 404 RECORD TYPES:	PE	PE		N	N	N	
/SAN/348/	O009.	SUMMARY OF PRIMARY TREATMENT (HTP 1200) FORM: HTP 1200 RECORD TYPES:	PE	PE		N	N	N	
/SAN/348/	O010.	SUMMARY OF SECONDARY TREATMENT (HTP 1201) FORM: HTP 1201 RECORD TYPES:	PE	PE		N	N	N	
/SAN/348/	O011.	SUMMARY OF OVERALL TREATMENT (HTP 1202) FORM: HTP 1202 RECORD TYPES:	PE	PE		N	N	N	
/SAN/348/	O012.	SUMMARY OF SLUDGE DIGESTION (HTP 1203) FORM: HTP 1203 RECORD TYPES:	PE	PE		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/HYPERION WASTEWATER TREATMENT

/SAN/348/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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			Office	Total	Code	V	H	C	L

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

**City of Los Angeles
Departmental Records Disposition Schedule
Original Records**

Records of: PUBLIC WORKS/BUREAU OF SANITATION/WASTEWATER TREATMENT LABORATORY

/SAN/352/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --			Media Record Type			
			Office	Total	Code	V	H	C	L
/SAN/352/	0	ORIGINAL RECORDS							
/SAN/352/	0001.	LEGAL MONITORING RECORDS RECORD TYPES: Legal A-CHEMICAL ANALYSIS OF SEWAGE-153-B1 B-DIGESTER VOLATILE ACIDS SUMMARY-HTP-132 C-PESTICIDES AND PCB'S IN SEWAGE-153-B2 D-ROUTINE STATIC BIOASSAY EXAMINATION E-SEWAGE SUMMARY SHEETS-HTP 125/154	PE	PE		N	N	N	
/SAN/352/	0002.	RESEARCH/MARINE STUDIES RECORD TYPES: A-L.A. HARBOR WATER QUALITY SURVEY-L-9 B-MARINE BIOLOGICAL SURVEY C-OCEAN SAMPLING D-SANTA MONICA BAY MONITORING	PE	PE		N	N	N	
/SAN/352/	0003.	NPDES MONITORING RECORD TYPES:	PE	PE		N	N	N	

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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Records of: PUBLIC WORKS/BUREAU OF SANITATION/WASTEWATER COLLECTION SYSTEMS
/SAN/370/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type				
			Office	Total	Code	V	H	C	L	
/SAN/370/	O	ORIGINAL RECORDS								
/SAN/370/	O001.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N		
/SAN/370/	O002.	DISASTER FILES (REC SERIES HAS VARIED MEDIA FORMAT; IE MAPS, COMPUTER PRINTOUTS) RECORD TYPES: A-DAMAGE SURVEY REPORTS B-MAPS C-ACCOUNTING DOCUMENTS D-FEMA REPORTS	AU+5	AU+5		N	N	N		
/SAN/370/	O003.	LITIGATION FILES (USED FOR LAWSUITS) RECORD TYPES: Legal A-CLAIM FILE B-INTERROGATORIES C-SUBPOENAS & SUMMONS	TO+10	TO+10		N	N	N		
/SAN/370/	O004.	MONTHLY TIMEBOOK RECORD TYPES:	TO+5	TO+5		N	N	N		

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/WASTEWATER COLLECTION SYSTEMS

/SAN/371/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type				
			Office	Total	Code	V	H	C	L	
/SAN/371/	O	ORIGINAL RECORDS								
/SAN/371/	O001.	BACKFLOW DEVICE NOTIFICATION (4C) FORM: 4C RECORD TYPES:	TO+5	TO+5		N	N	N		
/SAN/371/	O002.	COMPLAINT MEMORANDUM RECORD TYPES:	TO+5	TO+5		N	N	N		
/SAN/371/	O003.	DAILY LOG (RECORD) BOOK RECORD TYPES:	TO+5	TO+5		N	N	N		
/SAN/371/	O004.	DAILY WORK REPORT RECORD TYPES:	TO+2	TO+2		N	N	N		
/SAN/371/	O005.	LOG & SUMMARY OF OCCUPATIONAL INJURY (CAL/OSHA 2) FORM: CAL/OSHA 2 RECORD TYPES:	TO+5	TO+5		N	N	N		
/SAN/371/	O006.	MONTHLY TIMEBOOK RECORD TYPES:	TO+5	TO+5		N	N	N		

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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Records of: PUBLIC WORKS/BUREAU OF SANITATION/WASTEWATER COLLECTION SYSTEMS

/SAN/371/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type			
			Office	Total	Code	V	H	C	L

/SAN/371/	O007.	SEWER MAINTENANCE TIME & WORK REPORT (1196) FORM: 1196 RECORD TYPES:	TO+5	TO+5		N	N	N	
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/SAN/371/	O008.	SCENTRIO DETECTOR SIGN SHEET (SM102) FORM: SM102 RECORD TYPES:	TO+2	TO+2		N	N	N	
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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Records of: PUBLIC WORKS/BUREAU OF SANITATION/WASTEWATER COLLECTION SYSTEMS
/SAN/372/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type				
			Office	Total	Code	V	H	C	L	
/SAN/372/	O	ORIGINAL RECORDS								
/SAN/372/	O001.	BACKFLOW DEVICE NOTIFICATION (4C) FORM: 4C RECORD TYPES:	TO+5	TO+5		N	N	N		
/SAN/372/	O002.	COMPLAINT MEMORANDUM RECORD TYPES:	TO+5	TO+5		N	N	N		
/SAN/372/	O003.	DAILY LOG (RECORD) BOOK RECORD TYPES:	TO+5	TO+5		N	N	N		
/SAN/372/	O004.	DAILY WORK REPORT RECORD TYPES:	TO+2	TO+2		N	N	N		
/SAN/372/	O005.	LOG & SUMMARY OF OCCUPATIONAL INJURY (CAL/OSHA 2) FORM: CAL/OSHA 2 RECORD TYPES:	TO+5	TO+5		N	N	N		
/SAN/372/	O006.	MONTHLY TIMEBOOK RECORD TYPES:	TO+5	TO+5		N	N	N		

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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/SAN/372/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type			
			Office	Total	Code	V	H	C	L

/SAN/372/	O007.	SEWER MAINTENANCE TIME & WORK REPORT (1196) FORM: 1196 RECORD TYPES:	TO+5	TO+5		N	N	N	
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/SAN/372/	O008.	SCENTRIO DETECTOR SIGN OUT SHEET (SM102) FORM: SM102 RECORD TYPES:	TO+2	TO+2		N	N	N	
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Records of: PUBLIC WORKS/BUREAU OF SANITATION/WASTEWATER COLLECTION SYSTEMS

/SAN/373/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type				
			Office	Total	Code	V	H	C	L	
/SAN/373/	O	ORIGINAL RECORDS								
/SAN/373/	O001.	BACKFLOW DEVICE NOTIFICATION (4C) FORM: 4C RECORD TYPES:	TO+5	TO+5		N	N	N		
/SAN/373/	O002.	COMPLAINT MEMORANDUM RECORD TYPES:	TO+5	TO+5		N	N	N		
/SAN/373/	O003.	DAILY LOG (RECORD) BOOK RECORD TYPES:	TO+5	TO+5		N	N	N		
/SAN/373/	O004.	DAILY WORK REPORT RECORD TYPES:	TO+2	TO+2		N	N	N		
/SAN/373/	O005.	LOG & SUMMARY OF OCCUPATIONAL INJURY (CAL/OSHA 2) FORM: CAL/OSHA 2 RECORD TYPES:	TO+5	TO+5		N	N	N		
/SAN/373/	O006.	MONTHLY TIMEBOOK RECORD TYPES:	TO+5	TO+5		N	N	N		

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type			
			Office	Total	Code	V	H	C	L

/SAN/373/	O007.	SEWER MAINTENANCE TIME & WORK REPORT (1196) FORM: 1196 RECORD TYPES:	TO+5	TO+5		N	N	N	
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/SAN/373/	O008.	SCENTRIO DETECTOR SIGN OUT SHEET (SM102) FORM: SM102 RECORD TYPES:	TO+2	TO+2		N	N	N	
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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/WASTEWATER COLLECTION SYSTEMS
/SAN/374/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type				
			Office	Total	Code	V	H	C	L	
/SAN/374/	O	ORIGINAL RECORDS								
/SAN/374/	O001.	BACKFLOW DEVICE NOTIFICATION (4C) FORM: 4C RECORD TYPES:	TO+5	TO+5		N	N	N		
/SAN/374/	O002.	COMPLAINT MEMORANDUM RECORD TYPES:	TO+5	TO+5		N	N	N		
/SAN/374/	O003.	DAILY LOG (RECORD) BOOK RECORD TYPES:	TO+5	TO+5		N	N	N		
/SAN/374/	O004.	DAILY WORK REPORT RECORD TYPES:	TO+2	TO+2		N	N	N		
/SAN/374/	O005.	LOG & SUMMARY OF OCCUPATIONAL INJURY (CAL/OSHA 2) FORM: CAL/OSHA 2 RECORD TYPES:	TO+5	TO+5		N	N	N		
/SAN/374/	O006.	MONTHLY TIMEBOOK RECORD TYPES:	TO+5	TO+5		N	N	N		

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Records of: PUBLIC WORKS/BUREAU OF SANITATION/WASTEWATER COLLECTION SYSTEMS
/SAN/374/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type			
			Office	Total	Code	V	H	C	L
/SAN/374/	O007.	SEWER MAINTENANCE TIME & WORK REPORT (1196) FORM: 1196 RECORD TYPES:	TO+5	TO+5		N	N	N	
/SAN/374/	O008.	SCENTRIO DETECTOR SIGN OUT SHEET (SM 102) FORM: SM 102 RECORD TYPES:	TO+2	TO+2		N	N	N	

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
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Records of: PUBLIC WORKS/BUREAU OF SANITATION/WASTEWATER COLLECTION SYSTEMS
/SAN/375/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type				
			Office	Total	Code	V	H	C	L	
/SAN/375/	O	ORIGINAL RECORDS								
/SAN/375/	O001.	BACKFLOW DEVICE NOTIFICATION (4C) FORM: 4C RECORD TYPES:	TO+5	TO+5		N	N	N		
/SAN/375/	O002.	COMPLAINT MEMORANDUM RECORD TYPES:	TO+5	TO+5		N	N	N		
/SAN/375/	O003.	DAILY LOG (RECORD) BOOK RECORD TYPES:	TO+5	TO+5		N	N	N		
/SAN/375/	O004.	DAILY WORK REPORT RECORD TYPES:	TO+2	TO+2		N	N	N		
/SAN/375/	O005.	LOG & SUMMARY OF OCCUPATIONAL INJURY (CAL/OSHA 2) FORM: CAL/OSHA 2 RECORD TYPES:	TO+5	TO+5		N	N	N		
/SAN/375/	O006.	MONTHLY TIMEBOOK RECORD TYPES:	TO+5	TO+5		N	N	N		

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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Records of: PUBLIC WORKS/BUREAU OF SANITATION/WASTEWATER COLLECTION SYSTEMS

/SAN/375/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type			
			Office	Total	Code	V	H	C	L

/SAN/375/	O007.	SEWER MAINTENANCE TIME & WORK REPORT (1196) FORM: 1196 RECORD TYPES:	TO+5	TO+5		N	N	N	
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/SAN/375/	O008.	SCENTRIO DETECTOR SIGN OUT SHEET (SM 102) FORM: SM 102 RECORD TYPES:	TO+2	TO+2		N	N	N	
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**City of Los Angeles
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Records of: PUBLIC WORKS/BUREAU OF SANITATION/WASTEWATER COLLECTION SYSTEMS
/SAN/376/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type						
			Office	Total	Code	V	H	C	L			
/SAN/376/	O	ORIGINAL RECORDS										
/SAN/376/	O001.	BACKFLOW DEVICE NOTIFICATION (4C) FORM: 4C RECORD TYPES:	TO+5	TO+5		N	N	N				
/SAN/376/	O002.	COMPLAINT MEMORANDUM RECORD TYPES:	TO+5	TO+5		N	N	N				
/SAN/376/	O003.	DAILY LOG (RECORD) BOOK RECORD TYPES:	TO+5	TO+5		N	N	N				
/SAN/376/	O004.	DAILY WORK REPORT RECORD TYPES:	TO+2	TO+2		N	N	N				
/SAN/376/	O005.	LOG & SUMMARY OF OCCUPATIONAL INJURY (CAL/OSHA 2) FORM: CAL/OSHA 2 RECORD TYPES:	TO+5	TO+5		N	N	N				
/SAN/376/	O006.	MONTHLY TIMEBOOK RECORD TYPES:	TO+5	TO+5		N	N	N				

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/SAN/376/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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			Office	Total	Code	V	H	C	L

/SAN/376/	O007.	SEWER MAINTENANCE TIME & WORK REPORT (1196) FORM: 1196 RECORD TYPES:	TO+5	TO+5		N	N	N	
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/SAN/376/	O008.	SCENTRIO DETECTOR SIGN OUT SHEET (SM 102) FORM: SM 102 RECORD TYPES:	TO+2	TO+2		N	N	N	
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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Records of: PUBLIC WORKS/BUREAU OF SANITATION/WASTEWATER COLLECTION SYSTEM
/SAN/378/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type				
			Office	Total	Code	V	H	C	L	
/SAN/378/	O	ORIGINAL RECORDS								
/SAN/378/	O001.	BACKFLOW DEVICE NOTIFICATION (4C) FORM: 4C RECORD TYPES:	TO+5	TO+5		N	N	N		
/SAN/378/	O002.	COMPLAINT MEMORANDUM RECORD TYPES:	TO+5	TO+5		N	N	N		
/SAN/378/	O003.	DAILY LOG (RECORD) BOOK RECORD TYPES:	TO+5	TO+5		N	N	N		
/SAN/378/	O004.	DAILY WORK REPORT RECORD TYPES:	TO+2	TO+2		N	N	N		
/SAN/378/	O005.	LOG & SUMMARY OF OCCUPATIONAL INJURY (CAL/OSHA 2) FORM: CAL/OSHA 2 RECORD TYPES:	TO+5	TO+5		N	N	N		
/SAN/378/	O006.	MONTHLY TIMEBOOK RECORD TYPES:	TO+5	TO+5		N	N	N		

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/WASTEWATER COLLECTION SYSTEM

/SAN/378/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type			
			Office	Total	Code	V	H	C	L

/SAN/378/	O007.	SEWER MAINTENANCE TIME & WORK REPORT (1196) FORM: 1196 RECORD TYPES:	TO+5	TO+5		N	N	N	
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/SAN/378/	O008.	SCENTRIO DETECTOR SIGN OUT SHEET (SM102) FORM: SM102 RECORD TYPES:	TO+2	TO+2		N	N	N	
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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/WASTEWATER COLLECTION SYSTEMS

/SAN/380/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type				
			Office	Total	Code	V	H	C	L	
/SAN/380/	0	ORIGINAL RECORDS								
/SAN/380/	O001.	DAILY ASSIGNMENT LOG RECORD TYPES:	TO+5	TO+5		N	N	N		
/SAN/380/	O002.	LOG & SUMMARY OF OCCUPATIONAL INJURY (CAL/OSHA 2) FORM: CAL/OSHA 2 RECORD TYPES:	TO+5	TO+5		N	N	N		
/SAN/380/	O003.	MONTHLY TIMEBOOK RECORD TYPES:	TO+5	TO+5		N	N	N		
/SAN/380/	O004.	WORK REQUESTS RECORD TYPES:	TO+5	TO+5		N	N	N		

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/WASTEWATER COLLECTION SYSTEMS
/SAN/382/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type				
			Office	Total	Code	V	H	C	L	
/SAN/382/	O	ORIGINAL RECORDS								
/SAN/382/	O001.	BACKFLOW DEVICE NOTIFICATION (4C) FORM: 4C RECORD TYPES:	TO+5	TO+5		N	N	N		
/SAN/382/	O002.	COMPLAINT MEMORANDUM RECORD TYPES:	TO+5	TO+5		N	N	N		
/SAN/382/	O003.	DAILY LOG (RECORD) BOOK RECORD TYPES:	TO+5	TO+5		N	N	N		
/SAN/382/	O004.	DAILY WORK REPORT RECORD TYPES:	TO+2	TO+2		N	N	N		
/SAN/382/	O005.	LOG & SUMMARY OF OCCUPATIONAL INJURY (CAL/OSHA 2) FORM: CAL/OSHA 2 RECORD TYPES:	TO+5	TO+5		N	N	N		
/SAN/382/	O006.	MONTHLY TIMEBOOK RECORD TYPES:	TO+5	TO+5		N	N	N		

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/WASTEWATER COLLECTION SYSTEMS

/SAN/382/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type			
			Office	Total	Code	V	H	C	L

/SAN/382/	O007.	SEWER MAINTENANCE TIME & WORK REPORT (1196) FORM: 1196 RECORD TYPES:	TO+5	TO+5		N	N	N	
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/SAN/382/	O008.	SCENTRIO DETECTOR SIGN OUT SHEET (SM102) FORM: SM102 RECORD TYPES:	TO+2	TO+2		N	N	N	
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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/WASTEWATER COLLECTION SYSTEMS

/SAN/384/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type				
			Office	Total	Code	V	H	C	L	
/SAN/384/	O	ORIGINAL RECORDS								
/SAN/384/	O001.	CONFINED SPACE TEST (SM 101) FORM: SM 101 RECORD TYPES:	TO+5	TO+5		N	N	N		
/SAN/384/	O002.	EMPLOYEE EQUIPMENT LIST RECORD TYPES:	TO+5	TO+5		N	N	N		
/SAN/384/	O003.	INSTRUMENT CHARTS RECORD TYPES:	TO+3	TO+3		N	N	N		
/SAN/384/	O004.	LOG & SUMMARY OF OCCUPATIONAL INJURY (CAL/OSHA 2) FORM: CAL/OSHA 2 RECORD TYPES:	TO+5	TO+5		N	N	N		
/SAN/384/	O005.	MONTHLY TIMEBOOK RECORD TYPES:	TO+5	TO+5		N	N	N		
/SAN/384/	O006.	MONTHLY WORK ASSIGNMENT SCHEDULE RECORD TYPES:	TO+2	TO+2		N	N	N		

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/WASTEWATER COLLECTION SYSTEMS

/SAN/384/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type			
			Office	Total	Code	V	H	C	L

/SAN/384/	O007.	SAFETY MEETING ATTENDANCE (SM 100) FORM: SM 100 RECORD TYPES:	TO+2	TO+2		N	N	N	
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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/WASTEWATER COLLECTION SYSTEMS

/SAN/386/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type							
			Office	Total	Code	V	H	C	L				
/SAN/386/	O	ORIGINAL RECORDS											
/SAN/386/	O001.	DAILY ASSIGNMENT LOG RECORD TYPES:	TO+5	TO+5		N	N	N					
/SAN/386/	O002.	LOG & SUMMARY OF OCCUPATIONAL INJURY RECORD TYPES:	TO+5	TO+5		N	N	N					
/SAN/386/	O003.	MONTHLY TIMEBOOK RECORD TYPES:	TO+5	TO+5		N	N	N					
/SAN/386/	O004.	PUMPING PLANT FILES (REC SERIES IS IN VARIED MEDIA, IE., PHOTOGRAPHS, DRAWINGS...) RECORD TYPES: A-CHRONOLOGICAL LIST OF PUMPING PLANT PROBLEMS B-RECONSTRUCTION PROJECT DESCRIPTION C-PUBLIC WORKS COMMITTEE REPORTS D-RECEIVING REPORTS E-CAL-OSHA INFORMATION MEMOS F-SCHEMATICS G-MISC ITEMS INCLUDING MEMOS, REPORTS & PHOTOS ABOUT PLANTS F-SCHEMATICS	PE	PE		N	N	N					

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

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 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

**City of Los Angeles
Departmental Records Disposition Schedule
Original Records**

Records of: PUBLIC WORKS/BUREAU OF SANITATION/WASTEWATER COLLECTION SYSTEMS
/SAN/388/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type				
			Office	Total	Code	V	H	C	L	
/SAN/388/	O	ORIGINAL RECORDS								
/SAN/388/	O001.	BACKFLOW DEVICE NOTIFICATION (4C) FORM: 4C RECORD TYPES:	TO+5	TO+5		N	N	N		
/SAN/388/	O002.	COMPLAINT MEMORANDUM RECORD TYPES:	TO+5	TO+5		N	N	N		
/SAN/388/	O003.	DAILY LOG (RECORD) BOOK RECORD TYPES:	TO+5	TO+5		N	N	N		
/SAN/388/	O004.	DAILY WORK REPORT RECORD TYPES:	TO+2	TO+2		N	N	N		
/SAN/388/	O005.	LOG & SUMMARY OF OCCUPATIONAL INJURY (CAL/OSHA 2) FORM: CAL/OSHA 2 RECORD TYPES:	TO+5	TO+5		N	N	N		
/SAN/388/	O006.	MONTHLY TIMEBOOK RECORD TYPES:	TO+5	TO+5		N	N	N		

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/WASTEWATER COLLECTION SYSTEMS

/SAN/388/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type			
			Office	Total	Code	V	H	C	L

/SAN/388/	O007.	SEWER MAINTENANCE TIME & WORK REPORT (1196) FORM: 1196 RECORD TYPES:	TO+5	TO+5		N	N	N	
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/SAN/388/	O008.	SCENTRIO DETECTOR SIGN OUT SHEET (SM102) FORM: SM102 RECORD TYPES:	TO+2	TO+2		N	N	N	
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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/WWTD/TERMINAL ISLAND TRMT PLNT

/SAN/392/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type							
			Office	Total	Code	V	H	C	L				
/SAN/392/	O	ORIGINAL RECORDS											
/SAN/392/	O001.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR	AR+2		N	N	N					
/SAN/392/	O002.	MATERIAL REQUEST FORMS (HTP-041) FORM: HTP-041 RECORD TYPES:	TO+2	TO+2		N	N	N					
/SAN/392/	O003.	PERFORMANCE DATA RECORD TYPES: A-SANTA MONICA BAY BEACH PROTECTION-1273 B-SUMMARY OF PRIMARY TREATMENT-1200 C-SUMMARY OF SECONDARY TREATMENT-1201 D-SUMMARY OF OVERALL TREATMENT-1202 E-DIGESTER GAS PRODUCTION F-STATEMENT OF PLANT PERFORMANCE G-OPERATION REPORT F-STATEMENT OF PLANT PERFORMANCE	PE	PE		N	N	N					

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/WWTD/LOS ANGELES - GLENDALE
/SAN/399/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type							
			Office	Total	Code	V	H	C	L				
/SAN/399/	O	ORIGINAL RECORDS											
/SAN/399/	O001.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR	AR+2		N	N	N					
/SAN/399/	O002.	MATERIAL REQUEST FORMS (HTP 014) FORM: HTP 014 RECORD TYPES:	TO+2	TO+2		N	N	N					
/SAN/399/	O003.	PERFORMANCE DATA RECORD TYPES: A-STATEMENT OF PLANT PERFORMANCE B-OPERATION REPORT	PE	PE		N	N	N					

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

**City of Los Angeles
Departmental Records Disposition Schedule
Original Records**

Records of: PUBLIC WORKS/BUREAU OF SANITATION/WTD/D.C. TILLMAN WATER RECLAM. PLANT

/SAN/412/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type						
			Office	Total	Code	V	H	C	L			
/SAN/412/	O	ORIGINAL RECORDS										
/SAN/412/	O001.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR	AR+2		N	N	N				
/SAN/412/	O002.	MATERIAL REQUEST FORMS (HPT-014) FORM: HPT-014 RECORD TYPES:	TO+2	TO+2		N	N	N				
/SAN/412/	O003.	PERFORMANCE DATA RECORD TYPES: A-STATEMENT OF PLANT PERFORMANCE B-OPERATION REPORT	PE	PE		N	N	N				

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/BUREAU ADMINISTRATION OFFICE
/SAN/100/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
/SAN/100/	D	DUPLICATE RECORD SERIES			
/SAN/100/	D001.	PURCHASING DOCUMENTS (BUREAU OF ACCOUNTING) RECORD TYPES: A-INVOICES B-PURCHASE ORDERS-GS/S-2 C-PURCHASE ORDER CHANGE-GS/S-6 D-REMITTANCE ADVICE-5042-A E-REQUEST FOR ANN. PURCH. AGRMT.-GS/S-1B F-GENERAL ENCUMBRANCE FORMS-GEN-108 G-REQUEST FOR PURCH. ORDER CHANGE-DS/6A H-PURCHASE REQUISITIONS-GS/S1-A I-AUTHORIZATION FOR EXPENDITURE-GEN-32 J-PACKING SLIPS K-STORES MULTI-USE FORM-GS-MM-1 L-SUB PURCHASE ORDERS-GEN-9	CL+2		N N N
/SAN/100/	D002.	DAILY STATION OF BUDGET CONDITION (9032) (BUREAU OF ACCOUNTING RECORD NO LONGER IN USE) FORM: 9032 RECORD TYPES:	TO+2		N N N
/SAN/100/	D003.	WEEKLY TIME SHEET CWG/FMIS (5052 B) (BUREAU OF ACCOUNTING TRANSFER TO ORIGINAL RECORDS RETENTION SCHEDULE) FORM: 5052 B RECORD TYPES:	TO+2		N N N
/SAN/100/	D004.	DISTRIBUTION OF LABOR HOURS AND COST (ACCOUNTING REPORTS) (BUREAU OF ACCOUNTING REPORT NO LONGER IN USE) RECORD TYPES:	TO+10		N N N

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/BUREAU ADMINISTRATION OFFICE
/SAN/100/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L			
/SAN/100/	D005.	EMPLOYEE PERSONNEL FILES (BUR. OF MGT. AND EMPL. SERVICES) RECORD TYPES: A-EMPLOYEE EVALUATION REPORT-PAAS-28 C-PAYROLL/PERSONNEL CHANGE DOCUMENT-GEN-41	TE+2		N	N	N	
/SAN/100/	D006.	EXPENDITURE PROGRAM (CAO-20) (CITY ADMINISTRATIVE OFFICER) FORM: CAO-20 RECORD TYPES:	TO+2		N	N	N	
/SAN/100/	D007.	INTER AND INTRA DEPARTMENTAL MANUALS, PUBLICATION,... (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/SAN/100/	D008.	MEMORANDUM OF UNDERSTANDING (CITY ADMINISTRATIVE OFFICER) RECORD TYPES:	CL+2		N	N	N	
/SAN/100/	D009.	ORGANIZATION CHARTS (CITY ADMINISTRATIVE OFFICER) RECORD TYPES:	TO+2		N	N	N	
/SAN/100/	D010.	PAYROLL/REIMBURSEMENT LEDGER (NO LONGER NEEDED) RECORD TYPES: A-PAYROLL/REIMBURSEMENT RECAP.-5009	TO+2		N	N	N	
/SAN/100/	D011.	PAYROLL SICK LEAVE AND VACATION ROSTERS (NO LONGER NEEDED) RECORD TYPES:	TO+2		N	N	N	

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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Records of: PUBLIC WORKS/BUREAU OF SANITATION/BUREAU ADMINISTRATION OFFICE

/SAN/100/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
/SAN/100/	D012.	PERSONNEL UTILIZATION REPORT (CAO-26) (CITY ADMINISTRATIVE OFFICER REPORT NO LONGER IN USE) FORM: CAO-26 RECORD TYPES:	TO+2		N N N
/SAN/100/	D013.	PUBLICATIONS & REFERENCE MATERIALS RECEIVED FROM OUTSIDE... (NON-RECORD MATERIAL ERRONEOUSLY PLACED ON RECORDS RETENTION SCHEDULE) RECORD TYPES:	AR		N N N
/SAN/100/	D014.	PURCHASE ORDERS (GS/S-2) (GENERAL SERVICES ITEM 14 COMBINED WITH ITEM 1) FORM: GS/S-2 RECORD TYPES: A-PURCHASE ORDER CHANGE-GS/S-6 B-GENERAL ENCUMBRANCE FORM-GEN-108	CL+2		N N N
/SAN/100/	D015.	REQUISITIONS (GENERAL SERVICES ITEM 15 COMBINED WITH ITEM 1) RECORD TYPES: A-AUTHORIZATION FOR EXPENDITURE-GEN-32 B-INVOICES C-PACKING SLIPS D-PURCHASE REQUISITION-GS/S1-A E-REMITTANCE ADVICE-5042-A F-STORES MULTI-USE FORM-GS/MM-1 G-SUB PURCHASE ORDERS-GEN-9	CL+2		N N N
/SAN/100/	D016.	F-STORES MULTI-USE FORM-GS/MM-1 STATEMENT OF APPROPRIATION AND UNENCUMBERED BALANCE (9034) (BUREAU OF ACCOUNTING NO LONGER IN USE) FORM: 9034 RECORD TYPES:	TO+2		N N N

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L			
/SAN/100/	D017.	STATEMENT OF CONDITION OF APPROPRIATION (CONTROLLER) RECORD TYPES:	TO+2		N	N	N	
/SAN/100/	D018.	SURPLUS PRINTED MATERIAL (NON-RECORD MATERIAL MATERIALS KEPT & DISTRIBUTED BY DIVISION OF RESPONSIBILITY) RECORD TYPES:	AR		N	N	N	
/SAN/100/	D019.	WATER AND ELECTRICITY STATEMENTS (DEPT. OF WATER AND POWER) RECORD TYPES:	TO+2		N	N	N	
/SAN/100/	D020.	ANNUAL REPORTS RECORD TYPES:	AR		N	N	N	
/SAN/100/	D021.	BOARD REPORTS RECORD TYPES:	TO+5		N	N	N	
/SAN/100/	D022.	BUDGET DATA RECORD TYPES: C-CORRESPONDENCE F-ORDINANCES G-PERSONNEL REQUIREMENTS-CAO-11 H-POSITION DESCRIPTIONS-PDES-3 I-PUBLICATIONS	TO+3		N	N	N	

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L			
		J-REMITTANCE ADVICE-5042-A K-APPROPRIATION, ALLOTMENT & TRANSFER-CAO-22 & 23 N-WORKSHEETS						
/SAN/100/	D023.	J-REMITTANCE ADVICE-5042-A BUREAU OF FLEET SERVICES MASTER INVENTORY LISTING RECORD TYPES:	TO+2		N	N	N	
/SAN/100/	D024.	PAYROLL DOCUMENTS RECORD TYPES: A-SUPPLEMENTAL B-REGISTER C-PAYROLL/PERSONNEL CHANGE DOCUMENT D-EMPLOYER'S REPORT OF OCCUPATIONAL ILLNESS E-DUTY CERTIFICATE	TO+5		N	N	N	
/SAN/100/	D025.	EQUIPMENT INVENTORY RECORD TYPES:	TO+2		N	N	N	

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
/SAN/101/	D	DUPLICATE RECORD SERIES			
/SAN/101/	D001.	BUREAU REPLIES TO ENVIRONMENTAL IMPACT REPORTS (ADMIN. OFFICE) RECORD TYPES: A-CORRESPONDENCE B-MEMOS	TO+2		N N N
/SAN/101/	D002.	CAPITAL IMPROVEMENT PROJECTS WORK FILES (ADMIN. OFFICE) RECORD TYPES: A-REQUEST FOR MUNICIPAL FACILITIES-CAO 38A B-REPORTS	TO+2		N N N
/SAN/101/	D003.	DAILY TIME SHEETS (5051) (ACCOUNTING) FORM: 5051 RECORD TYPES:	TO+1		N N N
/SAN/101/	D004.	EMERGENCY PROCEDURES PLAN (FIRE DEPARTMENT) RECORD TYPES:	AR		N N N
/SAN/101/	D005.	EMPLOYEE PERSONNEL FOLDER (MANAGEMENT/EMPLOYEE SERVICES) RECORD TYPES: A-APPLICATION FOR EMPLOYMENT-97 B-CORRESPONDENCE C-DOCTOR SLIPS D-EMPLOYEE ADDRESS RECORD-PAR 22 E-EMPLOYEE EVALUATION REPORT-PDAS 28 F-GRIEVANCE APPEALS-GEN 164 G-GRIEVANCE INITIATION-GEN 162	TE+10		N N N

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/SAN/101/	D006.	H-GRIEVANCE RESPONSES-GEN 163 I-NOTICE OF ASSIGNMENT-975 J-NOTICE TO CORRECT DEFICIENCY-GEN 78 K-PAYROLL/PERSONNEL CHANGES-GEN 41 L-PROBATIONARY EVALUATION REPORT-PAP 23 INTER & INTRA DEPARTMENTAL MANUALS, PUBLICATIONS... (ORIGINATING OFFICE) RECORD TYPES:	TO+5	N	N N
/SAN/101/	D007.	LANDFILL REPORTS (ADMIN. OFFICE) RECORD TYPES:	AR	N	N N
/SAN/101/	D008.	LEGISLATIVE REVIEW MEMOS (ADMIN. OFFICE) RECORD TYPES:	TO+2	N	N N
/SAN/101/	D009.	OPERATION & MAINTENANCE CAPITAL IMPROVEMENTS, BUDGET... (ADMIN. OFFICE) RECORD TYPES: A-COPY OF PREVIOUS RECORDS B-GUIDELINES FROM OTHER AGENCIES C-WORK SHEETS	AR	N	N N
/SAN/101/	D010.	PUBLICATIONS & REFERENCE MATERIALS RECEIVED FROM OUTSIDE... (NON-RECORD MATERIAL) RECORD TYPES:	AR	N	N N
/SAN/101/	D011.	QUARTERLY CONSERVATION REPORTS (MAYOR'S OFFICE) RECORD TYPES:	TO+1	N	N N

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/SAN/101/	D012.	SELF MONITORING UPDATING (ADMIN. OFFICE) RECORD TYPES: A-BATCH SHEETS-IW001 B-SELF MONITORING TRANSACTIONS	TO+0/05		N N N

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/SAN/201/	D	DUPLICATE RECORD SERIES			
/SAN/201/	D001.	ANNUAL PURCHASE AGREEMENT (DS 1B) (PURCHASING) FORM: DS 1B RECORD TYPES:	TO+2		N N N
/SAN/201/	D002.	DAILY TIME SHEETS (5051) (PUBLIC WORKS ACCOUNTING) FORM: 5051 RECORD TYPES:	TO+5		N N N
/SAN/201/	D003.	DAILY TIME SHEET CORRECTION NOTICES (PW 72-1) (PUBLIC WORKS ACCOUNTING) FORM: PW 72-1 RECORD TYPES:	TO+0/03		N N N
/SAN/201/	D004.	DIVISIONAL TRANSFER NOTICE (F 547) (MANAGEMENT EMPLOYEE SERVICES) FORM: F 547 RECORD TYPES:	TO+0/05		N N N
/SAN/201/	D005.	EMCUMBRANCE ADJUSTMENT (GEN 36) (PUBLIC WORKS ACCOUNTING) FORM: GEN 36 RECORD TYPES:	TO+2		N N N
/SAN/201/	D006.	INTERDEPARTMENTAL ORDER (GEN 34) (PUBLIC WORKS ACCOUNTING) FORM: GEN 34 RECORD TYPES:	TO+2		N N N

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/SAN/201/	D007.	MEMORANDUM OF UNDERSTANDING (CITY ADMINISTRATIVE OFFICER) RECORD TYPES:	SU		N N N
/SAN/201/	D008.	NOTICE OF TERMINATION (F 8) (MANAGEMENT EMPLOYEE SERVICES) FORM: F 8 RECORD TYPES:	TO+3		N N N
/SAN/201/	D009.	OFFICE MACHINE INSTALLATION (DS 25) (GENERAL SERVICES) FORM: DS 25 RECORD TYPES:	TO+1		N N N
/SAN/201/	D010.	ORDER FOR SUPPLIES OR SERVICES (GENERAL SERVICES, CONTROLLER) RECORD TYPES: A-PURCHASE ORDERS-DS 2 B-PURCHASE REQUISITIONS-DS 1A C-REQUEST TO ENCUMBER FUNDS-GEN 106 D-SUB-PURCHASE ORDERS-GEN 9	TO+2		N N N
/SAN/201/	D011.	ORDER FOR SUPPLIES (GENERAL SERVICES) RECORD TYPES: A-STORES MULTI-USE FORM-GS/MM 1	TO+1		N N N
/SAN/201/	D012.	PAYROLL/PERSONNEL CHANGE ROSTER (GEN 41A GE) (MANAGEMENT EMPLOYEE SERVICES) FORM: GEN 41A GE RECORD TYPES:	TO+0/05		N N N

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/SAN/201/	D013.	PETTY CASH VOUCHERS - RECEIPTS (GEN 17) (PUBLIC WORKS ACCOUNTING) FORM: GEN 17 RECORD TYPES:	TO+1	N	N	N		
/SAN/201/	D014.	PURCHASE ORDER CHANGE (GEN 6) (PURCHASING) FORM: GEN 6 RECORD TYPES:	TO+1	N	N	N		
/SAN/201/	D015.	RECEIPTS - PETTY CASH (GEN 30) (SANITATION DIVISION OFFICE) FORM: GEN 30 RECORD TYPES:	TO+2	N	N	N		
/SAN/201/	D016.	REQUEST FOR EQUIPMENT LIST DEVIATION (GEN 112) (CITY ADMINISTRATIVE OFFICER) FORM: GEN 112 RECORD TYPES:	TO+2	N	N	N		
/SAN/201/	D017.	REQUEST FOR PERSONNEL ACTION (MANAGEMENT EMPLOYEE SERVICES) RECORD TYPES:	TO+3	N	N	N		
/SAN/201/	D018.	REQUEST FOR SALE (GS/S-S8) (GENERAL SERVICES) FORM: GS/S-S8 RECORD TYPES:	TO+2	N	N	N		
/SAN/201/	D019.	REQ. FOR TRANSFER VOLUNTARY OR CLASS CHG UNDER CHARTER 108 (PDAS 16B)	TO+2	N	N	N		

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		(MANAGEMENT EMPLOYEE SERVICES) FORM: PDAS 16B RECORD TYPES:			
/SAN/201/	D020.	SAFE DRIVING AWARDS (MANAGEMENT EMPLOYEE SERVICES) RECORD TYPES:	TO+5		N N N
/SAN/201/	D021.	SALVAGE RECEIPTS (GS/S-S13) (GENERAL SERVICES) FORM: GS/S-S13 RECORD TYPES:	TO+2		N N N
/SAN/201/	D022.	SERVICE PIN QUARTERLY REPORT (MANAGEMENT EMPLOYEE SERVICES) RECORD TYPES:	TO+5		N N N
/SAN/201/	D023.	SUBJECT FILES - PERSONNEL (PERSONNEL, CAO, MGMT EMPLOYEE SER & SAN HDQRTR) RECORD TYPES: A-MEDICAL RESULTS B-PAY GRADE ADVANCEMENT-CAO 614 C-CERTIFICATION LIST-GEN 4 D-VACANT POSITION REPORT E-DEPARTMENT PERSONNEL ORDINANCE F-PERSONNEL TRANSACTIONS	TO+2		N N N
/SAN/201/	D024.	F-PERSONNEL TRANSACTIONS UNIFORM VOUCHERS-RECEIPTS (RC-96) (PUBLIC WORKS ACCOUNTING) FORM: RC-96 RECORD TYPES:	TO+2		N N N

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Records of: PUBLIC WORKS/BUREAU OF SANITATION/SOUTH CENTRAL DISTRICT

/SAN/202/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

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/SAN/202/	D	DUPLICATE RECORD SERIES			
/SAN/202/	D001.	AFFIRMATIVE ACTION REPORT (REFUSE ADMINISTRATION) RECORD TYPES:	TO+2		N N N
/SAN/202/	D002.	CONSTITUENT COMPLAINTS (REFUSE ADMINISTRATION) RECORD TYPES:	TO+2		N N N
/SAN/202/	D003.	DAILY TIME SHEETS (5051) (PUBLIC WORKS ACCOUNTING) FORM: 5051 RECORD TYPES:	TO+5		N N N
/SAN/202/	D004.	DAILY TIME SHEET CORRECTION NOTICE (PW 72-1) (PUBLIC WORKS ACCOUNTING) FORM: PW 72-1 RECORD TYPES:	TO+0/03		N N N
/SAN/202/	D005.	DEAD ANIMAL REPORT (REFUSE ADMINISTRATION) RECORD TYPES:	TO+2		N N N
/SAN/202/	D006.	DRIVER'S TROUBLE REPORT (GS/FS270) (FLEET SERVICES) FORM: GS/FS270 RECORD TYPES:	TO+0/05		N N N

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/SOUTH CENTRAL DISTRICT
/SAN/202/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
/SAN/202/	D007.	INTER & INTRA DEPARTMENTAL MANUALS, PUBLICATIONS ... (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/SAN/202/	D008.	MEASURES OF EFFECTIVENESS REPORT (BUREAU OF SANITATION ADMINISTRATION) RECORD TYPES:	TO+2		N N N
/SAN/202/	D009.	OVERTIME REPORTS SUMMARY (REFUSE ADMINISTRATION) RECORD TYPES:	TO+2		N N N
/SAN/202/	D010.	PERSONNEL ROSTER CHANGES (REFUSE ADMINISTRATION) RECORD TYPES:	TO+0/02		N N N
/SAN/202/	D011.	PUBLICATION & REFUSE MATERIALS RECEIVED FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/SAN/202/	D012.	RECEIPTS FOR FIELD TELEPHONE CALLS (GEN 30) (REFUSE ADMINISTRATION) FORM: GEN 30 RECORD TYPES:	TO+1		N N N

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/SOUTH CENTRAL DISTRICT

/SAN/202/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L			
/SAN/202/	D013.	RECORD OF FUEL & OIL DISPENSED (GSPPA243) (FLEET SERVICES) FORM: GSPPA243 RECORD TYPES:	TO+2		N	N	N	
/SAN/202/	D014.	RECREATION AND PARKS REPORT (REFUSE ADMINISTRATION) RECORD TYPES:	TO+2		N	N	N	
/SAN/202/	D015.	REIMBURSEMENT FOR FIELD TELEPHONE/CALLS (REFUSE ADMINISTRATION) RECORD TYPES:	TO+1		N	N	N	

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/NORTH CENTRAL DISTRICT

/SAN/204/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
/SAN/204/	D	DUPLICATE RECORD SERIES			
/SAN/204/	D001.	AFFIRMATIVE ACTION REPORT (REFUSE ADMINISTRATION) RECORD TYPES:	TO+2		N N N
/SAN/204/	D002.	CONSTITUENT COMPLAINTS (REFUSE ADMINISTRATION) RECORD TYPES:	TO+2		N N N
/SAN/204/	D003.	DAILY TIME SHEETS (5051) (PUBLIC WORKS ACCOUNTING) FORM: 5051 RECORD TYPES:	TO+5		N N N
/SAN/204/	D004.	DAILY TIME SHEET CORRECTION NOTICE (PUBLIC WORKS ACCOUNTING) RECORD TYPES:	TO+0/03		N N N
/SAN/204/	D005.	DEAD ANIMAL REPORT (REFUSE ADMINISTRATION) RECORD TYPES:	TO+2		N N N
/SAN/204/	D006.	DRIVER'S TROUBLE REPORT (GS/FS270) (FLEET SERVICES) FORM: GS/FS270 RECORD TYPES:	TO+0/05		N N N

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/NORTH CENTRAL DISTRICT
/SAN/204/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
/SAN/204/	D007.	INTER & INTRA DEPARTMENTAL MANUALS, PUBLICATIONS... (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/SAN/204/	D008.	MEASURES OF EFFECTIVENESS REPORT (BUREAU OF SANITATION ADMINISTRATION) RECORD TYPES:	TO+2		N N N
/SAN/204/	D009.	OVERTIME REPORTS SUMMARY (REFUSE ADMINISTRATION) RECORD TYPES:	TO+2		N N N
/SAN/204/	D010.	PERSONNEL ROSTER CHANGES (REFUSE ADMINISTRATION) RECORD TYPES:	TO+0/02		N N N
/SAN/204/	D011.	PUBLICATION & REFUSE MATERIALS RECEIVED FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/SAN/204/	D012.	RECEIPTS FOR FIELD TELEPHONE CALLS (GEN 30) (REFUSE ADMINISTRATION) FORM: GEN 30 RECORD TYPES:	TO+1		N N N

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

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 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/NORTH CENTRAL DISTRICT

/SAN/204/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L			
/SAN/204/	D013.	RECORD OF FUEL & OIL DISPENSED (GSPPA243) (FLEET SERVICES) FORM: GSPPA243 RECORD TYPES:	TO+2		N	N	N	
/SAN/204/	D014.	RECREATION AND PARKS REPORT (REFUSE ADMINISTRATION) RECORD TYPES:	TO+2		N	N	N	
/SAN/204/	D015.	REIMBURSEMENT FOR FIELD TELEPHONE CALLS (REFUSE ADMINISTRATION) RECORD TYPES:	TO+1		N	N	N	

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

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 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/WESTERN DISTRICT

/SAN/205/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
/SAN/205/	D	DUPLICATE RECORD SERIES			
/SAN/205/	D001.	AFFIRMATIVE ACTION REPORT (REFUSE ADMINISTRATION) RECORD TYPES:	TO+2		N N N
/SAN/205/	D002.	CONSTITUENT COMPLAINTS (REFUSE ADMINISTRATION) RECORD TYPES:	TO+2		N N N
/SAN/205/	D003.	DAILY TIME SHEETS (5051) (PUBLIC WORKS ACCOUNTING) FORM: 5051 RECORD TYPES:	TO+5		N N N
/SAN/205/	D004.	DAILY TIME SHEET CORRECTION NOTICE (PW 72-1) (PUBLIC WORKS ACCOUNTING) FORM: PW 72-1 RECORD TYPES:	TO+0/03		N N N
/SAN/205/	D005.	DEAD ANIMAL REPORT (REFUSE ADMINISTRATION) RECORD TYPES:	TO+2		N N N
/SAN/205/	D006.	DRIVER'S TROUBLE REPORT (GS/FS270) (FLEET SERVICES) FORM: GS/FS270 RECORD TYPES:	TO+0/05		N N N

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/WESTERN DISTRICT

/SAN/205/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
/SAN/205/	D007.	INTER & INTRA DEPARTMENTAL MANUALS, PUBLICATIONS... (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/SAN/205/	D008.	MEASURES OF EFFECTIVENESS REPORT (BUREAU OF SANITATION ADMINISTRATION) RECORD TYPES:	TO+2		N N N
/SAN/205/	D009.	OVERTIME REPORTS SUMMARY (REFUSE ADMINISTRATION) RECORD TYPES:	TO+2		N N N
/SAN/205/	D010.	PERSONNEL ROSTER CHANGES (REFUSE ADMINISTRATION) RECORD TYPES:	TO+0/02		N N N
/SAN/205/	D011.	PUBLICATION & REFUSE MATERIALS RECEIVED FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/SAN/205/	D012.	RECEIPTS FOR FIELD TELEPHONE CALLS (GEN 30) (REFUSE ADMINISTRATION) FORM: GEN 30 RECORD TYPES:	TO+1		N N N

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/WESTERN DISTRICT

/SAN/205/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L			
/SAN/205/	D013.	RECORD OF FUEL & OIL DISPENSED (GSPPA243) (FLEET SERVICES) FORM: GSPPA243 RECORD TYPES:	TO+2		N	N	N	
/SAN/205/	D014.	RECREATION AND PARKS REPORT (REFUSE ADMINISTRATION) RECORD TYPES:	TO+2		N	N	N	
/SAN/205/	D015.	REIMBURSEMENT FOR FIELD TELEPHONE CALLS (REFUSE ADMINISTRATION) RECORD TYPES:	TO+1		N	N	N	

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

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 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/EAST VALLEY DISTRICT
/SAN/206/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
/SAN/206/	D	DUPLICATE RECORD SERIES			
/SAN/206/	D001.	AFFIRMATIVE ACTION REPORT (REFUSE ADMINISTRATION) RECORD TYPES:	TO+2		N N N
/SAN/206/	D002.	CONSTITUENT COMPLAINTS (REFUSE ADMINISTRATION) RECORD TYPES:	TO+2		N N N
/SAN/206/	D003.	DAILY TIME SHEETS (5051) (PUBLIC WORKS ACCOUNTING) FORM: 5051 RECORD TYPES:	TO+5		N N N
/SAN/206/	D004.	DAILY TIME SHEET CORRECTION NOTICE (PW 72-1) (PUBLIC WORKS ACCOUNTING) FORM: PW 72-1 RECORD TYPES:	TO+0/03		N N N
/SAN/206/	D005.	DEAD ANIMAL REPORT (REFUSE ADMINISTRATION) RECORD TYPES:	TO+2		N N N
/SAN/206/	D006.	DRIVER'S TROUBLE REPORT (GS/FS270) (FLEET SERVICES) FORM: GS/FS270 RECORD TYPES:	TO+0/05		N N N

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/EAST VALLEY DISTRICT
/SAN/206/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
/SAN/206/	D007.	INTER & INTRA DEPARTMENTAL MANUALS, PUBLICATIONS, ... (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/SAN/206/	D008.	MEASURES OF EFFECTIVENESS REPORT (BUREAU OF SANITATION ADMINISTRATION) RECORD TYPES:	TO+2		N N N
/SAN/206/	D009.	OVERTIME REPORTS SUMMARY (REFUSE ADMINISTRATION) RECORD TYPES:	TO+2		N N N
/SAN/206/	D010.	PERSONNEL ROSTER CHANGES (REFUSE ADMINISTRATION) RECORD TYPES:	TO+0/02		N N N
/SAN/206/	D011.	PUBLICATION & REFUSE MATERIALS RECEIVED FORM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/SAN/206/	D012.	RECEIPTS FOR FIELD TELEPHONE CALLS (GEN 30) (REFUSE ADMINISTRATION) FORM: GEN 30 RECORD TYPES:	TO+1		N N N

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/EAST VALLEY DISTRICT

/SAN/206/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L			
/SAN/206/	D013.	RECORD OF FUEL & OIL DISPENSED (GSPPA 243) (FLEET SERVICES) FORM: GSPPA 243 RECORD TYPES:	TO+2		N	N	N	
/SAN/206/	D014.	RECREATION AND PARKS REPORT (REFUSE ADMINISTRATION) RECORD TYPES:	TO+2		N	N	N	
/SAN/206/	D015.	REIMBURSEMENT FOR FIELD TELEPHONE/CALLS (REFUSE ADMINISTRATION) RECORD TYPES:	TO+1		N	N	N	

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/HARBOR DISTRICT
/SAN/207/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L			
/SAN/207/	D	DUPLICATE RECORD SERIES						
/SAN/207/	D001.	AFFIRMATIVE ACTION REPORT (REFUSE ADMINISTRATION) RECORD TYPES:	TO+2		N	N	N	
/SAN/207/	D002.	CONSTITUENT COMPLAINTS (REFUSE ADMINISTRATION) RECORD TYPES:	TO+2		N	N	N	
/SAN/207/	D003.	DAILY TIME SHEETS (5051) (PUBLIC WORKS ACCOUNTING) FORM: 5051 RECORD TYPES:	TO+5		N	N	N	
/SAN/207/	D004.	DAILY TIME SHEET CORRECTION NOTICE (PW 72-1) (PUBLIC WORKS ACCOUNTING) FORM: PW 72-1 RECORD TYPES:	TO+0/03		N	N	N	
/SAN/207/	D005.	DEAD ANIMAL REPORT (REFUSE ADMINISTRATION) RECORD TYPES:	TO+2		N	N	N	
/SAN/207/	D006.	DRIVER'S TROUBLE REPORT (GS/FS270) (FLEET SERVICES) FORM: GS/FS270 RECORD TYPES:	TO+0/05		N	N	N	

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/HARBOR DISTRICT

/SAN/207/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
/SAN/207/	D007.	INTER & INTRA DEPARTMENTAL MANUALS PUBLICATIONS, BULLETINS (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/SAN/207/	D008.	MEASURES OF EFFECTIVENESS REPORT (BUREAU OF SANITATION ADMINISTRATION) RECORD TYPES:	TO+2		N N N
/SAN/207/	D009.	OVERTIME REPORTS SUMMARY (REFUSE ADMINISTRATION) RECORD TYPES:	TO+2		N N N
/SAN/207/	D010.	PERSONNEL ROSTER CHANGES (REFUSE ADMINISTRATION) RECORD TYPES:	TO+0/02		N N N
/SAN/207/	D011.	PUBLICATION & REFUSE MATERIALS RECEIVED FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/SAN/207/	D012.	RECEIPTS FOR FIELD TELEPHONE CALLS (GEN 30) (REFUSE ADMINISTRATION) FORM: GEN 30 RECORD TYPES:	TO+1		N N N

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/HARBOR DISTRICT

/SAN/207/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L			
/SAN/207/	D013.	RECORD OF FUEL & OIL DISPENSED (GSPPA243) (FLEET SERVICES) FORM: GSPPA243 RECORD TYPES:	TO+2		N	N	N	
/SAN/207/	D014.	RECREATION AND PARKS REPORT (REFUSE ADMINISTRATION) RECORD TYPES:	TO+2		N	N	N	
/SAN/207/	D015.	REIMBURSEMENT FOR FIELD TELEPHONE CALLS (REFUSE ADMINISTRATION) RECORD TYPES:	TO+1		N	N	N	

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/REFUSE COLLECTION & DISPOSAL

/SAN/208/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L			
/SAN/208/	D	DUPLICATE RECORD SERIES						
/SAN/208/	D001.	DISTRICT YARD MAPS (BUREAU OF ENGINEERING) RECORD TYPES:	SU		N	N	N	
/SAN/208/	D002.	INTER & INTRA DEPARTMENTAL MANUALS & PUBLICATIONS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/SAN/208/	D003.	PUBLICATIONS & REFERENCE MATERIALS FROM OUTSIDE SOURCES (NON-RECORD MATERIALS) RECORD TYPES:	AR		N	N	N	

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/WEST VALLEY DISTRICT
/SAN/210/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
/SAN/210/	D	DUPLICATE RECORD SERIES			
/SAN/210/	D001.	AFFIRMATIVE ACTION REPORT (REFUSE ADMINISTRATION) RECORD TYPES:	TO+2		N N N
/SAN/210/	D002.	CONSTITUENT COMPLAINTS (REFUSE ADMINISTRATION) RECORD TYPES:	TO+5		N N N
/SAN/210/	D003.	DAILY TIME SHEETS (5051) (PUBLIC WORKS ACCOUNTING) FORM: 5051 RECORD TYPES:	TO+5		N N N
/SAN/210/	D004.	DAILY TIME SHEET CORRECTION NOTICE (PW 72-1) (PUBLIC WORKS ACCOUNTING) FORM: PW 72-1 RECORD TYPES:	TO+0/03		N N N
/SAN/210/	D005.	DEAD ANIMAL REPORT (REFUSE ADMINISTRATION) RECORD TYPES:	TO+2		N N N
/SAN/210/	D006.	DRIVER'S TROUBLE REPORT (GS/FS270) (FLEET SERVICES) FORM: GS/FS270 RECORD TYPES:	TO+0/05		N N N

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/WEST VALLEY DISTRICT

/SAN/210/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
/SAN/210/	D007.	INTER & INTRA DEPARTMENTAL MANUALS, PUBLICATIONS ... (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/SAN/210/	D008.	MEASURES OF EFFECTIVENESS REPORT (BUREAU OF SANITATION ADMINISTRATION) RECORD TYPES:	TO+2		N N N
/SAN/210/	D009.	OVERTIME REPORTS SUMMARY (REFUSE ADMINISTRATION) RECORD TYPES:	TO+2		N N N
/SAN/210/	D010.	PERSONNEL ROSTER CHANGES (REFUSE ADMINISTRATION) RECORD TYPES:	TO+0/02		N N N
/SAN/210/	D011.	PUBLICATION & REFUSE MATERIALS RECEIVED FROM OUTSIDE... (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/SAN/210/	D012.	RECEIPTS FOR FIELD TELEPHONE CALLS (GEN 30) (REFUSE ADMINISTRATION) FORM: GEN 30 RECORD TYPES:	TO+1		N N N

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/WEST VALLEY DISTRICT

/SAN/210/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L			
/SAN/210/	D013.	RECORD OF FUEL & OIL DISPENSED (GSPPA243) (FLEET SERVICES) FORM: GSPPA243 RECORD TYPES:	TO+2		N	N	N	
/SAN/210/	D014.	RECREATION AND PARKS REPORT (REFUSE ADMINISTRATION) RECORD TYPES:	TO+2		N	N	N	
/SAN/210/	D015.	REIMBURSEMENT FOR FIELD TELEPHONE CALLS (REFUSE ADMINISTRATION) RECORD TYPES:	TO+1		N	N	N	

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: Solid Resources Citywide Recycling Division
/SAN/212/ Public Works/Bureau of Sanitation

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type			
					V	H	C	L
/SAN/212/	D	DUPLICATE RECORDS						
/SAN/212/	D001.	Board Reports Board of Public Works	AR+2	DO	N	N	N	
/SAN/212/	D002.	Family Leave of Absence Bureau of Sanitation/OMES Form 38	CL+3	DO	N	N	N	
/SAN/212/	D003.	Government/Legislation Records Financial Management Division	AR+2	DO	N	N	N	
/SAN/212/	D004.	Legislative Review Memos Regulatory Affairs Division	CL+2	DO	N	N	N	
/SAN/212/	D005.	Light Duty Assignment Bureau of Sanitation/OMES	CL+2	DO	N	N	N	
/SAN/212/	D006.	Organization Charts Financial Management Division	SU	DO	N	N	N	
/SAN/212/	D007.	Purchasing Documents General Services and/or Controller's Office	CL+2	DO	N	N	N	
/SAN/212/	D008.	Sick Leave Usage Reports Bureau of Sanitation/OMES	CL+2	DO	N	N	N	
/SAN/212/	D009.	Travel Authority Bureau of Sanitation - Administration Division	SU	DO	N	N	N	
/SAN/212/	D010.	Weekly Timesheets Bureau of Sanitation - Administration Division	CL+2	DO	N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/FINANCIAL MANAGEMENT DIVISION
/SAN/24/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
/SAN/24/	D	DUPLICATE RECORD SERIES			
/SAN/24/	D001.	CONSULTANTS INVOICES RECORD TYPES:	CL		N N N
/SAN/24/	D002.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR		N N N
/SAN/24/	D003.	ADMINISTRATIVE RECORDS (ADM) RECORD TYPES:	AR		N N N
/SAN/24/	D004.	BUDGET RECORDS RECORD TYPES:	AR		N N N
/SAN/24/	D005.	ENVIRONMENTAL RECORDS (ENV) RECORD TYPES:	AR		N N N
/SAN/24/	D006.	FINANCE RECORDS (FIN) RECORD TYPES:	AR		N N N

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/FINANCIAL MANAGEMENT DIVISION

/SAN/24/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
/SAN/24/	D007.	GOVERNMENT/LEGISLATION RECORDS (GOV) RECORD TYPES:	AR		N N N
/SAN/24/	D008.	PERSONNEL RECORDS (PER) RECORD TYPES:	AR		N N N
/SAN/24/	D009.	PROCEDURES AND GUIDELINES (PRO) RECORD TYPES:	AR		N N N
/SAN/24/	D010.	PROGRAM-WIDE RECORDS (PRW) RECORD TYPES:	AR		N N N
/SAN/24/	D011.	SEWER DISPOSAL RECORDS (SDR) RECORD TYPES:	AR		N N N
/SAN/24/	D012.	MANUALS AND PROCEDURES (LIB) RECORD TYPES:	AR		N N N

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/FINANCIAL MANAGEMENT DIVISION
/SAN/24/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L			
/SAN/24/	D013.	EMPLOYEES PERSONNEL RECORDS RECORD TYPES:	AR		N	N	N	
/SAN/24/	D014.	GRANT FUNDED PROJECT FILES/GOVERNMENT...(GAP) RECORD TYPES:	AR		N	N	N	
/SAN/24/	D015.	INTER & DEPARTMENTAL BULLETINS, MANUALS... RECORD TYPES:	AR		N	N	N	
/SAN/24/	D016.	PROJECT FILES (COMP. CONSTRUCT. PJCTS.) RECORD TYPES:	AR		N	N	N	
/SAN/24/	D017.	PROFESSIONAL SERVICE CONTRACTS RECORD TYPES:	AR		N	N	N	
/SAN/24/	D018.	GENERAL CORRESPONDENCE RECORD TYPES:	AR		N	N	N	
/SAN/24/	D019.	GENERAL GUIDELINES	AR		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/FINANCIAL MANAGEMENT DIVISION
/SAN/24/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
RECORD TYPES:					
/SAN/24/	D020.	REPORTS RECORD TYPES:	AR		N N N
/SAN/24/	D021.	PROJECT RANKING RECORD TYPES:	AR		N N N
/SAN/24/	D022.	MEETING NOTES/MINUTES RECORD TYPES:	AR		N N N
/SAN/24/	D023.	PERMITS RECORD TYPES:	AR		N N N
/SAN/24/	D024.	CONSULTANT/PERSONAL SERVICES CONTRACTS RECORD TYPES: A-AMENDMENTS B-CONTRACTS C-EVALUATIONS D-PROPOSALS E-RFP/RFQ	AR		N N N
/SAN/24/	D025.	PUMPING PLANT OPERATIONS & MAINTEN. MANUALS RECORD TYPES:	SU		N N N

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/FINANCIAL MANAGEMENT DIVISION

/SAN/24/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L			
/SAN/24/	D026.	RECORDS RETENTION SCHEDULE RECORD TYPES:	SU		N	N	N	
/SAN/24/	D027.	SEWAGE DISPOSAL CONTRACTS (SDR) RECORD TYPES:	AR		N	N	N	
/SAN/24/	D028.	SEWER SERVICE CHARGE RECORDS (SSC) (SFC 3.665) FORM: SFC 3.665 RECORD TYPES:	AR		N	N	N	
/SAN/24/	D029.	TIMEKEEPING RECORDS (WKLY TIME SHEETS) (5052-B) FORM: 5052-B RECORD TYPES:	AR		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/HYPERION WASTEWATER TREATMENT
/SAN/348/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
/SAN/348/	D	DUPLICATE RECORD SERIES			
/SAN/348/	D001.	INTER & INTRA DEPT. MANUALS, PUBLICATIONS, BULLETINS... (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/SAN/348/	D003.	CONTRACTS (GENERAL SERVICES, PURCHASING) RECORD TYPES:	SU		N N N
/SAN/348/	D004.	ORDERS FOR MATERIAL OR EQUIPMENT (HYPERION TREATMENT PLANT, GENERAL SERVICES-PURCHASING & CONTROLLER) RECORD TYPES: A-ORDERS FOR SUPPLIES OR SERVICES-HTP 014 B-PURCHASE ORDERS-GS/S2 C-PURCHASE REQUISITIONS-GS/S1A D-PACKING SLIPS AND DELIVERY MEMOS	TO+1		N N N
/SAN/348/	D005.	ORDERS FOR SUPPLIES - SMUF (GS/MM1) (GENERAL SERVICES, STORES) FORM: GS/MM1 RECORD TYPES:	TO+1		N N N
/SAN/348/	D006.	PUBLICATIONS & REFERENCE MATERIAL RECEIVED FROM OUTSIDE... (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/SAN/348/	D007.	TIMEKEEPING RECORDS (BUREAU OF ACCOUNTING & HYPERION TREATMENT PLANT) RECORD TYPES:	TO+1		N N N

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/HYPERION WASTEWATER TREATMENT

/SAN/348/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
		A-DAILY TIME SHEET-FORM 5051			
		B-INDIVIDUAL RECORD OF OVERTIME-DEPT PW FORM877			
		C-TIME OFF COMPENSATION REQUEST-FORM GEN 68			
		D-AUTHORIZATION FOR H-RATE PREMIUM-HTP 023			
		E-EMERGENCY VAC FORM-HTP 010			
		F-HTP-MASTER TIME REPORT-HTP 1255			
		G-HTP-OVERTIME REQUEST FORM-HTP 016			
		F-HTP-MASTER TIME REPORT-HTP 1255			

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

**City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records**

Records of: PUBLIC WORKS/BUREAU OF SANITATION/WASTEWATER TREATMENT LABORATORY

/SAN/352/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
/SAN/352/	D	DUPLICATE RECORD SERIES			

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/WASTEWATER COLLECTION SYSTEMS
/SAN/370/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
/SAN/370/	D	DUPLICATE RECORD SERIES			
/SAN/370/	D001.	BUDGET FILES (CITY ADMINISTRATIVE OFFICER) RECORD TYPES: A-BUREAU MEMOS B-EXCERPTS FROM PROPOSED BUDGET C-CAO REPORTS D-ORGANIZATION CHART E-PROPOSED BUDGET AND DECISION PACKAGE RANKINGS F-DETAIL OF POSITIONS AND SALARIES G-BUDGET H-DETAIL OF DEPT PROGRAMS WITH FINANCIAL SUMMARIES	TO+10		N N N
/SAN/370/	D002.	COMPLAINT MEMORANDUM (PINK COPY) (4C) (ORIGINATING YARD, WASTEWATER COLLECTION SYSTEMS DIVISION) FORM: 4C RECORD TYPES:	TO+5		N N N
/SAN/370/	D003.	DAILY STATEMENT OF BUDGET CONDITION (9032) (BUREAU OF ACCOUNTING) FORM: 9032 RECORD TYPES:			N N N
/SAN/370/	D004.	EMPLOYEE PERSONNEL FOLDERS (GEN 41) (MANAGEMENT EMPLOYEE SERVICES) FORM: GEN 41 RECORD TYPES: A-ACTIVITY SUMMARY B-FORM GEN 41 C-REQUEST FOR PERSONNEL ACTION D-RATING REPORTS	TE+1		N N N
/SAN/370/	D005.	INTER & INTRA DEPT MANUALS, NOTICES, PUBLICATIONS... (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
/SAN/370/	D006.	MEMORANDUM OF UNDERSTANDING (MOU'S) (CITY ADMINISTRATIVE OFFICER) RECORD TYPES:	SU		N N N
/SAN/370/	D007.	OFFICIAL LIST OF BUILDING NUMBERS (GENERAL SERVICES) RECORD TYPES:	SU		N N N
/SAN/370/	D008.	ORDERS FOR MATERIALS OR EQUIPMENT (GENERAL SERVICES, PURCHASING & CONTROLLER) RECORD TYPES: A-PURCHASE ORDERS/RECEIVING REPORT B-PURCHASE REQUISITIONS C-SMUF'S D-SUB-PURCHASE ORDERS E-INVOICES, PACKING SLIPS & FREIGHT BILLS (RECEIVED FROM...	TO+5		N N N
/SAN/370/	D009.	PERSONNEL UTILIZATION REPORT (CITY ADMINISTRATIVE OFFICER) RECORD TYPES:	TO+1		N N N
/SAN/370/	D010.	PUBLICATIONS & REFERENCE MATERIALS RECEIVED FROM OUTSIDE... (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/SAN/370/	D011.	REQUEST FOR ANNUAL PURCHASE AGREEMENT (GENERAL SERVICES) RECORD TYPES:	TO+3		N N N

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/SAN/370/	D012.	SEWER MAINTENANCE FUNCTIONAL COST DISTRIBUTION REPORTS... (BUREAU OF ACCOUNTING) RECORD TYPES:	TO+1		N	N	N	
/SAN/370/	D013.	TIME SHEETS: (BUREAU OF ACCOUNTING) RECORD TYPES: A-DAILY TIME SHEET-5051 B-DAILY TIME & WORK REPORT-5052	TO+3		N	N	N	
/SAN/370/	D014.	WYE MAPS (MICROFICHE) (BUREAU OF ENGINEERING) RECORD TYPES:	SU		N	N	N	

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/SAN/371/	D	DUPLICATE RECORD SERIES			
/SAN/371/	D001.	APPLICATION/PERMIT FOR SEWER OR STORM DRAIN CONN OR DYE TEST (ENG. 3.662 (BUREAU OF ENGINEERING) FORM: ENG. 3.662 RECORD TYPES:	TO+2		N N N
/SAN/371/	D002.	AUTOMOBILE ACCIDENT REPORT (GEN 88) (CITY ATTORNEY'S OFFICE) FORM: GEN 88 RECORD TYPES:	TO+5		N N N
/SAN/371/	D003.	DAILY RECORD OF FUEL & OIL DISPENSED (GS-PPA 243) (PETROLEUM PRODUCTS ADMINISTRATION) FORM: GS-PPA 243 RECORD TYPES:	TO+5		N N N
/SAN/371/	D004.	EMPLOYER'S REPORT OF OCCUPATIONAL INJ. (GEN 166) (WORKERS' COMPENSATION) FORM: GEN 166 RECORD TYPES:	TO+5		N N N
/SAN/371/	D005.	INTER & INTRA DEPT MANUALS, PUBLICATIONS, BULLETINS... (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/SAN/371/	D006.	M.O.U.'S (CITY ADMINISTRATIVE OFFICER) RECORD TYPES:	SU		N N N

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/SAN/371/	D007.	TIMESHEETS - DAILY TIME & WORK REPORT (5052) (BUREAU OF ACCOUNTING) FORM: 5052 RECORD TYPES:	TO+5		N N N
/SAN/371/	D008.	WYE MAPS (MICROFICHE) (BUREAU OF ENGINEERING) RECORD TYPES:	SU		N N N
/SAN/371/	D036.	ERROR RECORD TYPES:	TO+1		N N N

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/SAN/372/	D	DUPLICATE RECORD SERIES			
/SAN/372/	D001.	APPLICATION/PERMIT FOR SEWER OR STORM DRAIN CONN... (ENG. 3.662) (BUREAU OF ENGINEERING) FORM: ENG. 3.662 RECORD TYPES:	TO+2		N N N
/SAN/372/	D002.	AUTOMOBILE ACCIDENT REPORT (GEN 88) (CITY ATTORNEY'S OFFICE) FORM: GEN 88 RECORD TYPES:	TO+5		N N N
/SAN/372/	D003.	DAILY RECORD OF FUEL & OIL DISPENSED (GS-PPA 243) (PETROLEUM PRODUCTS ADMINISTRATION) FORM: GS-PPA 243 RECORD TYPES:	TO+5		N N N
/SAN/372/	D004.	EMPLOYER'S REPORT OF OCCUPATIONAL INJ. (GEN 166) (WORKERS' COMPENSATION) FORM: GEN 166 RECORD TYPES:	TO+5		N N N
/SAN/372/	D005.	INTER & INTRA DEPT MANUALS, PUBLICATIONS, BULLETINS... (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/SAN/372/	D006.	M.O.U.'S (CITY ADMINISTRATIVE OFFICER) RECORD TYPES:	SU		N N N

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/SAN/372/	D007.	TIMESHEETS - DAILY TIME & WORK REPORT (5052) (BUREAU OF ACCOUNTING) FORM: 5052 RECORD TYPES:	TO+5		N N N
/SAN/372/	D008.	WYE MAPS (MICROFICHE) (BUREAU OF ENGINEERING) RECORD TYPES:	SU		N N N

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/SAN/373/	D	DUPLICATE RECORD SERIES			
/SAN/373/	D001.	APPLICATION/PERMIT FOR SEWER OR STORM DRAIN CONN OR DYE TEST (ENG. 3.662 (BUREAU OF ENGINEERING) FORM: ENG. 3.662 RECORD TYPES:	TO+2		N N N
/SAN/373/	D002.	AUTOMOBILE ACCIDENT REPORT (GEN 88) (CITY ATTORNEY'S OFFICE) FORM: GEN 88 RECORD TYPES:	TO+5		N N N
/SAN/373/	D003.	DAILY RECORD OF FUEL & OIL DISPENSED (GS-PPA 243) (PETROLEUM PRODUCTS ADMINISTRATION) FORM: GS-PPA 243 RECORD TYPES:	TO+5		N N N
/SAN/373/	D004.	EMPLOYER'S REPORT OCCUPATIONAL INJ. (GEN 166) (WORKERS' COMPENSATION) FORM: GEN 166 RECORD TYPES:	TO+5		N N N
/SAN/373/	D005.	INTER & INTRA DEPT MANUALS, PUBLICATIONS, BULLETINS ... (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/SAN/373/	D006.	M.O.U.'S (CITY ADMINISTRATIVE OFFICER) RECORD TYPES:	SU		N N N

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/SAN/373/	D007.	TIMESHEETS - DAILY TIME & WORK REPORT (5025) (BUREAU OF ACCOUNTING) FORM: 5025 RECORD TYPES:	TO+5		N	N	N	
/SAN/373/	D008.	WYE MAPS (MICROFICHE) (BUREAU OF ENGINEERING) RECORD TYPES:	SU		N	N	N	

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/SAN/374/	D	DUPLICATE RECORD SERIES			
/SAN/374/	D001.	APPLICATION/PERMIT FOR SEWER OR STORM DRAIN CONN OR DYE TEST (ENG 3.662 (BUREAU OF ENGINEERING) FORM: ENG 3.662 RECORD TYPES:	TO+2		N N N
/SAN/374/	D002.	AUTOMOBILE ACCIDENT REPORT (GEN 88) (CITY ATTORNEY'S OFFICE) FORM: GEN 88 RECORD TYPES:	TO+5		N N N
/SAN/374/	D003.	DAILY RECORD OF FUEL & OIL DISPENSED (GS-PPA 243) (PETROLEUM PRODUCTS ADMINISTRATION) FORM: GS-PPA 243 RECORD TYPES:	TO+5		N N N
/SAN/374/	D004.	EMPLOYERS REPORT OF OCCUPATIONAL INJ. (GEN 166) (WORKERS COMPENSATION) FORM: GEN 166 RECORD TYPES:	TO+5		N N N
/SAN/374/	D005.	INTER & INTRA DEPT MANUALS, PUBLICATIONS, BULLETINS... (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/SAN/374/	D006.	M.O.U.'S (CITY ADMINISTRATIVE OFFICER) RECORD TYPES:	SU		N N N

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/SAN/374/	D007.	TIMESHEETS - DAILY TIME & WORK REPORT (5052) (BUREAU OF ACCOUNTING) FORM: 5052 RECORD TYPES:	TO+5	N	N N
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/SAN/374/	D008.	WYE MAPS (MICROFICHE) (BUREAU OF ENGINEERING) RECORD TYPES:	SU	N	N N
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/SAN/375/	D	DUPLICATE RECORD SERIES			
/SAN/375/	D001.	APPLICATION/PERMIT FOR SEWER OR STORM DRAIN CONN. OR DYE... (ENG 3.662) (BUREAU OF ENGINEERING) FORM: ENG 3.662 RECORD TYPES:	TO+2		N N N
/SAN/375/	D002.	AUTOMOBILE ACCIDENT REPORT (GEN 88) (CITY ATTORNEY'S OFFICE) FORM: GEN 88 RECORD TYPES:	TO+5		N N N
/SAN/375/	D003.	DAILY RECORD OF FUEL & OIL DISPENSED (GS-PPA 243) (PETROLEUM PRODUCTS ADMINISTRATION) FORM: GS-PPA 243 RECORD TYPES:	TO+5		N N N
/SAN/375/	D004.	EMPLOYER'S REPORT OF OCCUPATIONAL INJ. (GEN 166) (WORKERS' COMPENSATION) FORM: GEN 166 RECORD TYPES:	TO+5		N N N
/SAN/375/	D005.	INTER & INTRA DEPT MANUALS, PUBLICATIONS, BULLETINS ... (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/SAN/375/	D006.	M.O.U.'S (CITY ADMINISTRATIVE OFFICER) RECORD TYPES:	SU		N N N

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/SAN/375/	D007.	TIMESHEETS - DAILY TIME & WORK REPORT (5052) (BUREAU OF ACCOUNTING) FORM: 5052 RECORD TYPES:	TO+5		N N N
/SAN/375/	D008.	WYE MAPS (MICROFICHE) (BUREAU OF ENGINEERING) RECORD TYPES:	SU		N N N

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/SAN/376/	D	DUPLICATE RECORD SERIES			
/SAN/376/	D001.	APPLICATION/PERMIT FOR SEWER OR STORM DRAIN CONN OR DYE TEST (ENG 3.662 (BUREAU OF ENGINEERING) FORM: ENG 3.662 RECORD TYPES:	TO+2		N N N
/SAN/376/	D002.	AUTOMOBILE ACCIDENT REPORT (GEN 88) (CITY ATTORNEY'S OFFICE) FORM: GEN 88 RECORD TYPES:	TO+5		N N N
/SAN/376/	D003.	DAILY RECORD OF FUEL & OIL DISPENSED (GS-PPA 243) (PETROLEUM PRODUCTS ADMINISTRATION) FORM: GS-PPA 243 RECORD TYPES:	TO+5		N N N
/SAN/376/	D004.	EMPLOYER'S REPORT OF OCCUPATIONAL INJ. (GEN 166) (WORKER'S COMPENSATION) FORM: GEN 166 RECORD TYPES:	TO+5		N N N
/SAN/376/	D005.	INTER & INTRA DEPT MANUALS, PUBLICATIONS, BULLETINS... (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/SAN/376/	D006.	M.O.U.'S (CITY ADMINISTRATIVE OFFICER) RECORD TYPES:	SU		N N N

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/WASTEWATER COLLECTION SYSTEMS

/SAN/376/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
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/SAN/376/	D007.	TIMESHEETS - DAILY TIME & WORK REPORT (5052) (BUREAU OF ACCOUNTING) FORM: 5052 RECORD TYPES:	TO+5	N	N N
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/SAN/376/	D008.	WYE MAPS (MICROFICHE) (BUREAU OF ENGINEERING) RECORD TYPES:	SU	N	N N
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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

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 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
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Records of: PUBLIC WORKS/BUREAU OF SANITATION/WASTEWATER COLLECTION SYSTEM
/SAN/378/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
/SAN/378/	D	DUPLICATE RECORD SERIES			
/SAN/378/	D001.	APPLICATION/PERMIT FOR SEWER OR STORM DRAIN CONN... (ENG. 3.662) (BUREAU OF ENGINEERING) FORM: ENG. 3.662 RECORD TYPES:	TO+2		N N N
/SAN/378/	D002.	AUTOMOBILE ACCIDENT REPORT (GEN 88) (CITY ATTORNEY'S OFFICE) FORM: GEN 88 RECORD TYPES:	TO+5		N N N
/SAN/378/	D003.	DAILY RECORD OF FUEL & OIL DISPENSED (GS-PPA 243) (PETROLEUM PRODUCTS ADMINISTRATION) FORM: GS-PPA 243 RECORD TYPES:	TO+5		N N N
/SAN/378/	D004.	EMPLOYER'S REPORT OF OCCUPATIONAL INJ. (GEN 166) (WORKERS' COMPENSATION) FORM: GEN 166 RECORD TYPES:	TO+5		N N N
/SAN/378/	D005.	INTER & INTRA DEPT MANUALS, PUBLICATION, BULLETINS... (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/SAN/378/	D006.	M.O.U.'S (CITY ADMINISTRATIVE OFFICER) RECORD TYPES:	SU		N N N

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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Departmental Records Disposition Schedule
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Records of: PUBLIC WORKS/BUREAU OF SANITATION/WASTEWATER COLLECTION SYSTEM

/SAN/378/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
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/SAN/378/	D007.	TIMESHEETS - DAILY TIME & WORK REPORT (5052) (BUREAU OF ACCOUNTING) FORM: 5052 RECORD TYPES:	TO+5	N	N N
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/SAN/378/	D008.	WYE MAPS (MICROFICHE) (BUREAU OF ENGINEERING) RECORD TYPES:	SU	N	N N
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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/WASTEWATER COLLECTION SYSTEMS

/SAN/380/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
/SAN/380/	D	DUPLICATE RECORD SERIES			
/SAN/380/	D001.	AUTOMOBILE ACCIDENT REPORT (GEN 88) (CITY ATTORNEY'S OFFICE) FORM: GEN 88 RECORD TYPES:	TO+5		N N N
/SAN/380/	D002.	EMPLOYER'S REPORT OF OCCUPATIONAL INJURY (GEN 166) (WORKER'S COMPENSATION) FORM: GEN 166 RECORD TYPES:	TO+5		N N N
/SAN/380/	D003.	INTER & INTRA DEPT. MANUALS, PUBLICATIONS, BULLETINS... RECORD TYPES:	SU		N N N
/SAN/380/	D004.	M.O.U.'S (CITY ADMINISTRATIVE OFFICER) RECORD TYPES:	SU		N N N
/SAN/380/	D005.	TIMESHEETS - DAILY TIME & WORK REPORT (5052) (BUREAU OF ACCOUNTING) FORM: 5052 RECORD TYPES:	TO+5		N N N

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/WASTEWATER COLLECTION SYSTEMS
/SAN/382/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
/SAN/382/	D	DUPLICATE RECORD SERIES			
/SAN/382/	D001.	APPLICATION/PERMIT FOR SEWER OR STORM DRAIN CONN... (ENG. 3662) (BUREAU OF ENGINEERING) FORM: ENG. 3662 RECORD TYPES:	TO+2		N N N
/SAN/382/	D002.	AUTOMOBILE ACCIDENT REPORT (GEN 88) (CITY ATTORNEY'S OFFICE) FORM: GEN 88 RECORD TYPES:	TO+5		N N N
/SAN/382/	D003.	DAILY RECORD OF FUEL & OIL DISPENSED (GS-PPA 243) (PETROLEUM PRODUCTS ADMINISTRATION) FORM: GS-PPA 243 RECORD TYPES:	TO+5		N N N
/SAN/382/	D004.	EMPLOYER'S REPORT OF OCCUPATIONAL INJ. (GEN 166) (WORKERS' COMPENSATION) FORM: GEN 166 RECORD TYPES:	TO+5		N N N
/SAN/382/	D005.	INTER & INTRA DEPT MANNUALS, PUBLICATIONS, BULLETINS... (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/SAN/382/	D006.	M.O.U.'S (CITY ADMINISTRATIVE OFFICER) RECORD TYPES:	SU		N N N

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/WASTEWATER COLLECTION SYSTEMS

/SAN/382/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
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/SAN/382/	D007.	TIMESHEETS - DAILY TIME & WORK REPORT (5052) (BUREAU OF ACCOUNTING) FORM: 5052 RECORD TYPES:	TO+5		N N N
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/SAN/382/	D008.	WYE MAPS (MICROFICHE) (BUREAU OF ENGINEERING) RECORD TYPES:	SU		N N N
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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/WASTEWATER COLLECTION SYSTEMS

/SAN/384/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
/SAN/384/	D	DUPLICATE RECORD SERIES			
/SAN/384/	D001.	AUTOMOBILE ACCIDENT REPORT (GEN 88) (CITY ATTORNEY OFFICE) FORM: GEN 88 RECORD TYPES:	TO+5		N N N
/SAN/384/	D002.	EMPLOYEE'S REPORT OF OCCUPATIONAL INJ (GEN 166) (WORKER'S COMPENSATION) FORM: GEN 166 RECORD TYPES:	TO+5		N N N
/SAN/384/	D003.	INTER & INTRA DEPT. MANUALS, PUBLICATIONS, BULLETINS ... (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/SAN/384/	D004.	M.O.U.'S (C.A.O.) RECORD TYPES:	SU		N N N
/SAN/384/	D005.	MILEAGE STATEMENT SHEET (2053-1) (BUREAU OF ACCOUNTING) FORM: 2053-1 RECORD TYPES:	TO+2		N N N

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/WASTEWATER COLLECTION SYSTEMS
/SAN/386/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
/SAN/386/	D	DUPLICATE RECORD SERIES			
/SAN/386/	D001.	AUTOMOBILE ACCIDENT REPORT (GEN 88) (CITY ATTORNEY'S OFFICE) FORM: GEN 88 RECORD TYPES:	TO+5		N N N
/SAN/386/	D002.	EMPLOYER'S REPORT OF OCCUPATIONAL INJURY (GEN 166) (WORKER'S COMPENSATION) FORM: GEN 166 RECORD TYPES:	TO+5		N N N
/SAN/386/	D003.	INTER & INTRA DEPT. MANUALS, PUBLICATIONS, BULLETINS... (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/SAN/386/	D004.	M.O.U.'S (CITY ADMINISTRATIVE OFFICER) RECORD TYPES:	SU		N N N
/SAN/386/	D005.	TIMESHEETS - DAILY TIME AND WORK REPORT (5052) (BUREAU OF ACCOUNTING) FORM: 5052 RECORD TYPES:	TO+5		N N N

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
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Records of: PUBLIC WORKS/BUREAU OF SANITATION/WASTEWATER COLLECTION SYSTEMS
/SAN/388/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
/SAN/388/	D	DUPLICATE RECORD SERIES			
/SAN/388/	D001.	APPLICATION/PERMIT FOR SEWER OR STORM DRAIN CONN OR DYE TEST (ENG 3.662 (BUREAU OF ENGINEERING) FORM: ENG 3.662 RECORD TYPES:	TO+2		N N N
/SAN/388/	D002.	AUTOMOBILE ACCIDENT REPORT (GEN 88) (CITY ATTORNEY'S OFFICE) FORM: GEN 88 RECORD TYPES:	TO+5		N N N
/SAN/388/	D003.	DAILY RECORD OF FUEL & OIL DESPENSED (GS-PPA 243) (PETROLEUM PRODUCTS ADMINISTRATION) FORM: GS-PPA 243 RECORD TYPES:	TO+5		N N N
/SAN/388/	D004.	EMPLOYER'S REPORT OF OCCUPATIONAL INJ (GEN 166) (WORKERS'COMPENSATION) FORM: GEN 166 RECORD TYPES:	TO+5		N N N
/SAN/388/	D005.	INTER & INTRA DEPT MANUALS, PUBLICATIONS, BULLETINS, & ... (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/SAN/388/	D006.	M.O.U.'S. (CITY ADMINISTRATIVE OFFICER) RECORD TYPES:	SU		N N N

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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Records of: PUBLIC WORKS/BUREAU OF SANITATION/WASTEWATER COLLECTION SYSTEMS

/SAN/388/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
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/SAN/388/	D007.	TIMESHEETS-DAILY TIME & WORK REPORT (5052) (BUREAU OF ACCOUNTING) FORM: 5052 RECORD TYPES:	TO+5	N	N N
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/SAN/388/	D008.	WYE MAPS (MICROFICHE) (BUREAU OF ENGINEERING) RECORD TYPES:	SU	N	N N
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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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Records of: PUBLIC WORKS/BUREAU OF SANITATION/WWTD/TERMINAL ISLAND TRMT PLNT
/SAN/392/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
/SAN/392/	D	DUPLICATE RECORD SERIES			
/SAN/392/	D001.	INTER & INTRA-DEPT. MANUALS, PUBLICATIONS, BULLETINS & ... (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/SAN/392/	D002.	CONTRACTS (GENERAL SERVICES, PURCHASING) RECORD TYPES:	SU		N N N
/SAN/392/	D003.	ORDERS FOR MATERIAL OR EQUIPMENT (TERMINAL ISLAND TREATMENT PLANT, GEN SERVICES, & CONTROLLER) RECORD TYPES: A-ORDERS FOR SUPPLIES OR SERVICES B-PURCHASE ORDERS-GS/S2 C-PURCHASE REQUISITIONS-GS/S1A D-PACKING SLIPS AND DELIVERY MEMOS	TO+1		N N N
/SAN/392/	D004.	ORDERS FOR SUPPLIES - SMUF (GS/MM1) (GENERAL SERVICES, STORES) FORM: GS/MM1 RECORD TYPES:	TO+1		N N N
/SAN/392/	D005.	PUBLICATIONS AND REFERENCE MATERIAL RECEIVED FROM OUTSIDE... (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/SAN/392/	D006.	TIMEKEEPING RECORDS (BUREAU OF ACCOUNTING, & TERMINAL ISLAND TREATMENT PLANT) RECORD TYPES:	TO+1		N N N

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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Departmental Records Disposition Schedule
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Records of: PUBLIC WORKS/BUREAU OF SANITATION/WWTD/TERMINAL ISLAND TRMT PLNT

/SAN/392/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
		A-DAILY TIME SHEET-5051 B-INDIVIDUAL RECORD OF OVERTIME-DEPT. P.W. 877 C-TIME OFF COMPENSATION REQUEST-GEN 68			

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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Records of: PUBLIC WORKS/BUREAU OF SANITATION/WWTD/LOS ANGELES - GLENDALE
/SAN/399/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
/SAN/399/	D	DUPLICATE RECORD SERIES			
/SAN/399/	D001.	INTER & INTRA DEPT MANUALS, PUBLICATIONS, BULLETINS... (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/SAN/399/	D003.	CONTRACTS (GENERAL SERVICES, PURCHASING) RECORD TYPES:	SU		N N N
/SAN/399/	D004.	ORDERS FOR MATERIAL OR EQUIPMENT (LA/G WATER RECLAMATION PLANT; GENERAL SERVICES, PURCHASING & CONTROLLER) RECORD TYPES: A-ORDERS FOR SUPPLIES OR SERVICES B-PURCHASE ORDERS-GS/S2 C-PURCHASE REQUISITIONS-GS/S1A D-PACKING SLIPS AND DELIVERY MEMOS	TO+1		N N N
/SAN/399/	D005.	ORDERS FOR SUPPLIES - SMUF (GS/MM1) (GENERAL SERVICES, STORES) FORM: GS/MM1 RECORD TYPES:	TO+1		N N N
/SAN/399/	D006.	PUBLICATIONS & REFERENCE MATERIAL RECIEVED FROM OUTSIDE... (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/SAN/399/	D007.	TIMEKEEPING RECORDS (BUREAU OF ACCOUNTING, LA/G WATER RECLAMATION PLANT) RECORD TYPES:	TO+1		N N N

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/WWTD/LOS ANGELES - GLENDALE

/SAN/399/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
		A-DAILY TIME SHEETS-FORM 5051 B-INDIVIDUAL RECORD OF OVERTIME-DEPT PW FORM877 C-TIME OFF COMPENSATION REQUEST-FORM GEN 68			

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/WTD/D.C. TILLMAN WATER RECLAM. PLANT
/SAN/412/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
/SAN/412/	D	DUPLICATE RECORD SERIES			
/SAN/412/	D001.	INTER & INTRA-DEPT. MANUALS, PUBLICATIONS, BULLETINS ... (ORIGINATING OFFICE) RECORD TYPES:	SU		N N N
/SAN/412/	D003.	CONTRACTS (GENERAL SERVICES, PURCHASING) RECORD TYPES:	SU		N N N
/SAN/412/	D004.	ORDERS FOR MATERIAL OR EQUIPMENT (DCT WATER RECLAMATION PLANT, GENERAL SERVICES, CONTROLLER) RECORD TYPES: A-ORDERS FOR SUPPLIES OR SERVICES B-PURCHASE ORDERS-GS/S2 C-PURCHASE REQUISITIONS-GS/S1A D-PACKING SLIPS AND DELIVERY MEMOS	TO+1		N N N
/SAN/412/	D005.	ORDERS FOR SUPPLIES - SMUF (GS/MM1) (GENERAL SERVICES, STORES) FORM: GS/MM1 RECORD TYPES:	TO+1		N N N
/SAN/412/	D006.	PUBLICATIONS AND REFERENCE MATERIAL RECEIVED FOR OUTSIDE ... (NON-RECORD MATERIAL) RECORD TYPES:	AR		N N N
/SAN/412/	D007.	TIMEKEEPING RECORDS (BUREAU OF ACCOUNTING, DCT WATER RECLAMATION PLANT) RECORD TYPES:	TO+1		N N N

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: PUBLIC WORKS/BUREAU OF SANITATION/WTD/D.C. TILLMAN WATER RECLAM. PLANT

/SAN/412/ *CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
		A-DAILY TIME SHEET-FORM 5051 B-INDIVIDUAL RECORD OF OVERTIME-FORM 877 C-TIME OFF COMPENSATION REQUEST-FORM GEN 68			

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